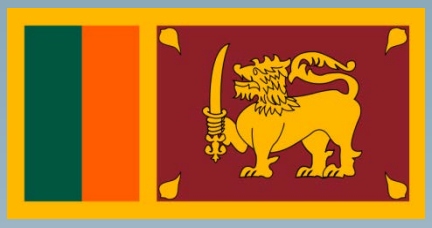

INTEGRATED NATIONAL DEVELOPMENT INFORMATION SYSTEM (INDIS) SRI LANKA

ANALYTICS

USER MANUAL

Version 2.3

SYNERGY INTERNATIONAL SYSTEMS

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1. INTRODUCTION

The purpose of this document is to describe how the *Integrated National Development Information System (INDIS) Sri Lanka* application functions and to provide the necessary instructions to ensure successful work with the application. Use of this document and compliance with the standards specified herein is mandatory for anyone working with the above-mentioned application.

2. OVERVIEW

The *Integrated National Development Information System (INDIS) Sri Lanka* is an automated information management system which is designed to improve efficiency and coordination of donor activities in the country. It is also a powerful tool for tracking and analyzing aid flows. The system serves as the main database and data collection and reporting system as it ensures effective access to development data.

The main objectives of *INDIS Sri Lanka* is to serve as a reliable and credible source of information on overall donor contributions to Sri Lanka's reconstruction, economic recovery and socio-economic development, as well as to support the Government in effectively managing development assistance and promoting the accountable and transparent use of resources.

INDIS Sri Lanka is designed to provide quick access to the project and aid data remotely via Internet. Once you access the application, you can view the project data stored in the database, add new projects, edit existing ones, etc.

INDIS Sri Lanka is a powerful tool that allows you to view project data organized into lists, reports, charts, and maps. In *INDIS Sri Lanka*, you can present the project data in form of list, chart and map reports, memorize/save the reports, print them, and export them into PDF, MS Word and MS Excel format files.

The examples described in the sections below are based on the *Development Projects* application.

3. LOGGING INTO INDIS SRI LANKA APPLICATION

The starting screen of *INDIS Sri Lanka* is the *Login Screen* (Figure 1). The application requires to enter a valid username and password and then to submit them by clicking the **Login** button.

Note: The password is case sensitive.

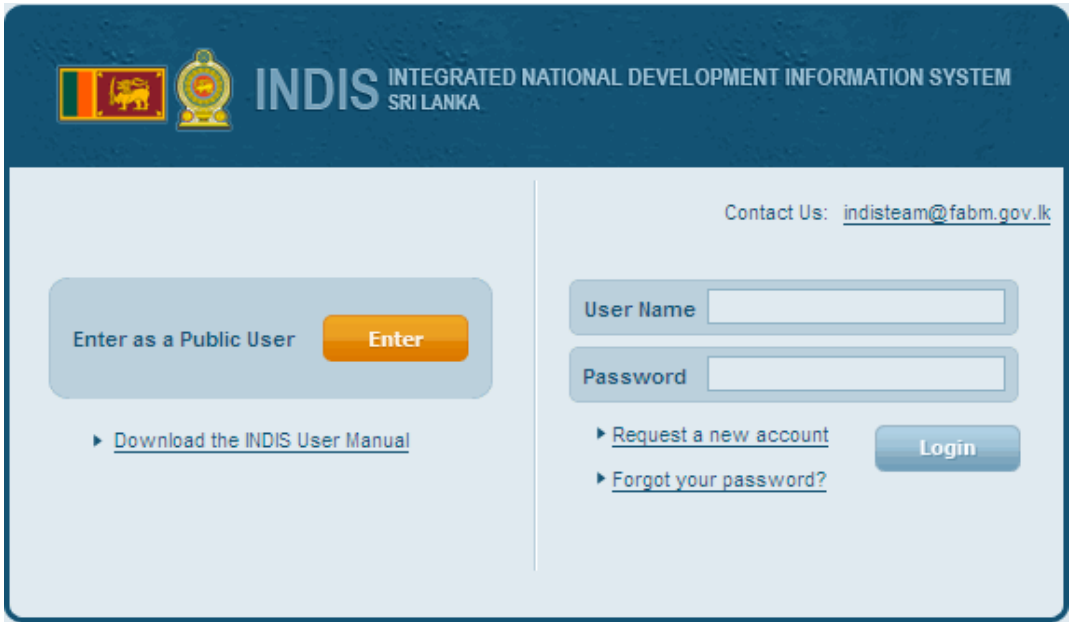

Figure 1: INDIS Sri Lanka Login Screen

A successful login directs you to the *My Portfolio* module of *INDIS Sri Lanka*.

Note: If you have forgotten your password, you can retrieve it by clicking the **Forgot Your Password?** link in the *Login Screen* and confirming your identity. After submitting your identity information, you will receive the password to the e-mail account indicated.

Note: If you have failed to login 3 times, the system will be blocked. Contact your system administrator in order to unlock your user access.

3.1 Registering for a Username and Password

New users can sign up for a username and password to start using the system. In order to register in the system, follow the steps below:

1. Click the **Request a New Account** link at the bottom of the *Login Screen*. A *User Registration Form* (Figure 2) will appear.
2. Fill in the information requested.
3. Click the **Submit** button to submit the information provided.

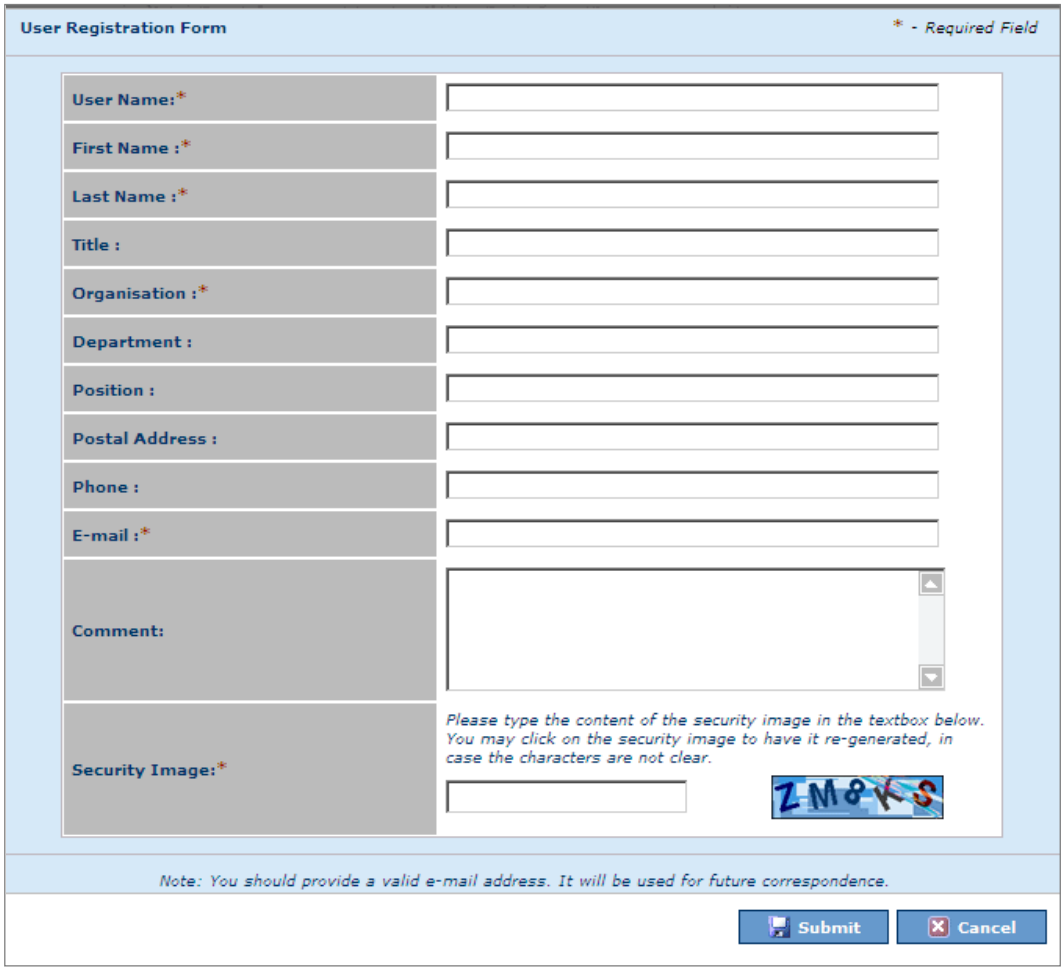
User Registration Form
* - Required Field
User Name:*
First Name :*
Last Name :*
Title :
Organisation :*
Department :
Position :
Postal Address :
Phone :
E-mail :*
Comment:
Security Image:*
Please type the content of the security image in the textbox below. You may click on the security image to have it re-generated, in case the characters are not clear.
Note: You should provide a valid e-mail address. It will be used for future correspondence.
Submit
Cancel

Figure 2: The User Registration Form

Once you submit the registration form, the administrator receives a notification. The administrator will review the information submitted and either approve the application or reject it. In case the application is approved, you will receive an e-mail message to the provided e-mail address. The e-mail will contain your login information details (automatically generated username and password) and the link to the *INDIS Sri Lanka* login page.

Once logged in with the provided username/password, you can manage your details, i.e. change personal data and the password. To edit personal details, log into the application, go to the *My Profile* section (Figure 3) and make the appropriate changes.

3.2 Accessing the INDIS Sri Lanka without Registration

To ensure more flexibility and to provide access to the project data to a wider range of users, the system is designed in such a way that it allows public users to enter it without having to register for a username and password. Although, public users have access to the project data, they are not able to create new projects or modify / delete the existing ones.

Public users wishing to view project data should click the **Enter** button in the *Enter as a Public User* section. They will be directed to the *List* module of *INDIS Sri Lanka*.

4. INDIS SRI LANKA ANALYTICS STRUCTURE

Following applications are available in the current design of *INDIS Sri Lanka*:

- **Development Projects** – serves as a main information hub of all submitted projects.
- **Evaluation (Development Projects)** - collects and displays all information relevant to Development Projects evaluation.
- **Development Aid** - collects and displays all information relevant to development aid projects.
- **Tsunami Aid** - collects and displays all information relevant to tsunami aid projects.
- **Organisation Profile** - collects and displays all information relevant to a particular development agency.
- **Ministries / Institutions** - collects and displays all information relevant to a particular ministry.
- **MfDR (Ministry - wise)** - collects and displays all information relevant to a particular ministry-wise monitoring record to pursue the Managing for Development Results strategy.
- **MfDR (Sector - wise)** - collects and displays all information relevant to a particular sector-wise monitoring record to pursue the Managing for Development Results strategy.
- **Development Projects - Historical** - this is an archive of Development Projects. At the end of each month, all development projects are automatically copied to the *Development Projects – Historical* application. This application does not allow you to see the development project details, but allows building reports over them.

Eight applications contain a built-in online data entry possibility, which is designed to allow entering the corresponding data online from your web browser (Internet Explorer). Except the *Development Projects – Historical* application which only displays archived data from the *Development Projects* application and allows building analytical reports over them.

The *INDIS Sri Lanka* consists of the following main sections:

- MY PORTFOLIO MODULE – used for quick access to the projects registered in the *INDIS Sri Lanka* by the user's group.
- DASHBOARD MODULE – used for quick access to the projects registered in the *INDIS Sri Lanka* system.
- LIST MODULE – used to create and execute ad-hoc queries on the data, and acquire results in the form of a list.
- CHART MODULE – used to filter and display the data in a chart form.
- MAP MODULE - used to filter and display the data in a map form.
- REPORT MODULE – generates complex reports over one or more criteria and presents the output in the printable and user-friendly format.

The *INDIS Sri Lanka* main window has a complex preview as it is shown in the Figure 3.

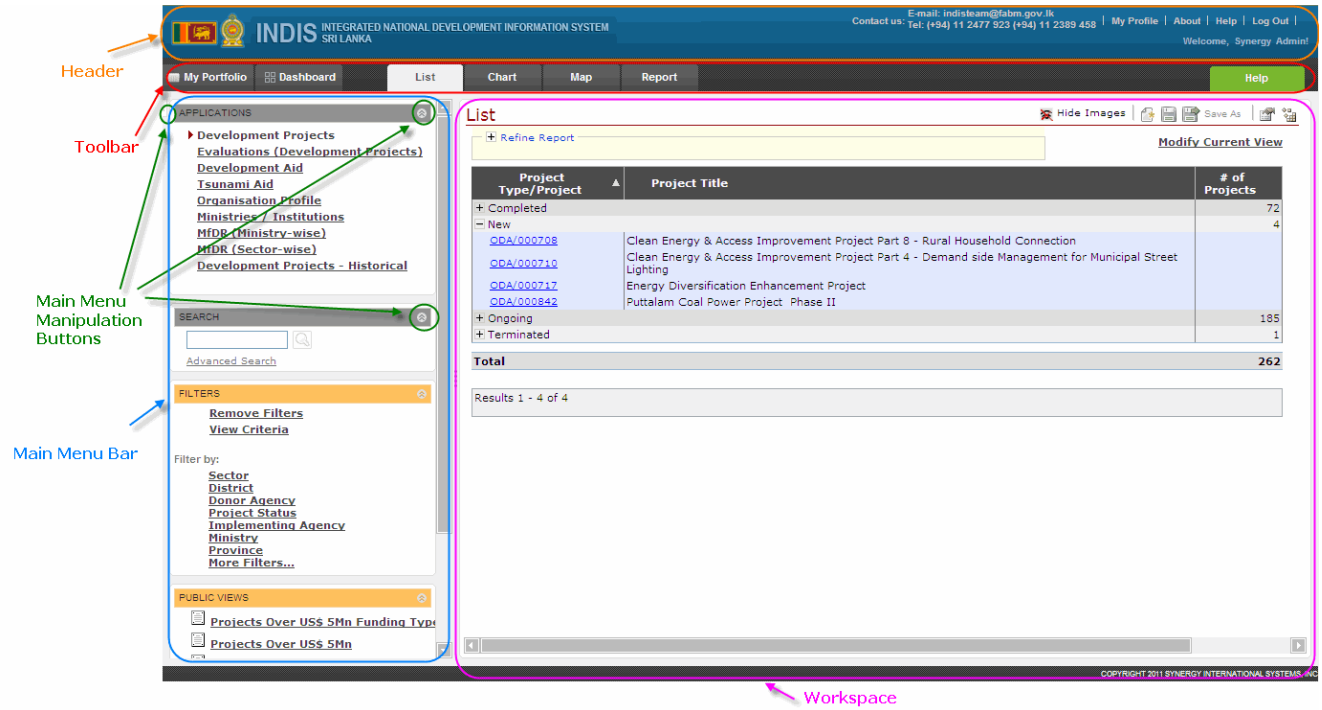

Figure 3: INDIS Sri Lanka Analytics Structure

It contains the following components:

Component Name	Description
Header	This is the application header that contains application name and the flag and coat of arms of Sri Lanka. On the right side, following functions are available: • **Contact Us** – e-mail address of the *INDIS Sri Lanka* System Administrator. • **My Profile** – this opens your personal settings and details. For details, see Registering for a Username and Password. • **About** – opens application's about window. • **Log Out** – this button is used to log off the application.
Main Toolbar	This is the main toolbar of the *INDIS Sri Lanka* application. Following tabs are available here: • **My Portfolio** – opens MY PORTFOLIO MODULE to manage user specific projects. • **Dashboard** – opens the DASHBOARD MODULE of the selected Application (see Main Menu description below). • **List** – opens the LIST MODULE of the selected Application (see Main Menu description below). • **Chart** – opens the CHART MODULE. • **Map** – opens the MAP MODULE. • **Report** - opens the REPORT MODULE. • **Help** – opens the *INDIS Sri Lanka* application's help.
Main Menu Bar	This menu contains sections with main functions of the *INDIS Sri Lanka* application: • **Application** – lists all applications present in the *INDIS Sri*

	Lanka. • **Search** –contains a common and advanced search functions among the selected application list. For details, see SEARCH. • **Filter** – contains filtering options. For details, see FILTERING. • **Public Views/Charts/Maps/Reports** – saved list views / charts / maps / reports (depending on the opened module) available to all users of the application. • **My Views/Charts/Maps/Reports** – views / charts / maps / reports (depending on the opened module) created by and available to the current user only.
Main Menu Manipulation Buttons	• **Left/Right arrows** ( ) – used to hide/open the Main Menu bar. • **Up/Down arrows** ( ) – used to collapse/expand the section in the Main Menu bar. • **Frame Divider** – used to adjust the width of the Main Menu bar.
Work Frame	In this frame all applications and modules are managed. Here are filtering and search results displayed.

5. MY PORTFOLIO MODULE

The *My Portfolio* module (Figure 4) of *INDIS Sri Lanka* enables quick access to the projects that have been registered in *INDIS Sri Lanka* by the user's organization.

In order to access the *My Portfolio* module, click the **My Portfolio** tab in the Main Menu of the system. Editing permissions of records in *My Portfolio* can be based on the user (whether the user has created the project), or user's group (whether someone from the group user belongs to has created the project). All these permissions are granted and managed from INDIS Administration Center.

The *My Portfolio* module contains the following pages:

- **Development Projects** – the draft and submitted development projects are displayed here.
- **Development Aid** – the draft and submitted development aid projects are displayed here.
- **Tsunami Aid** – the draft and submitted tsunami aid projects are displayed here.

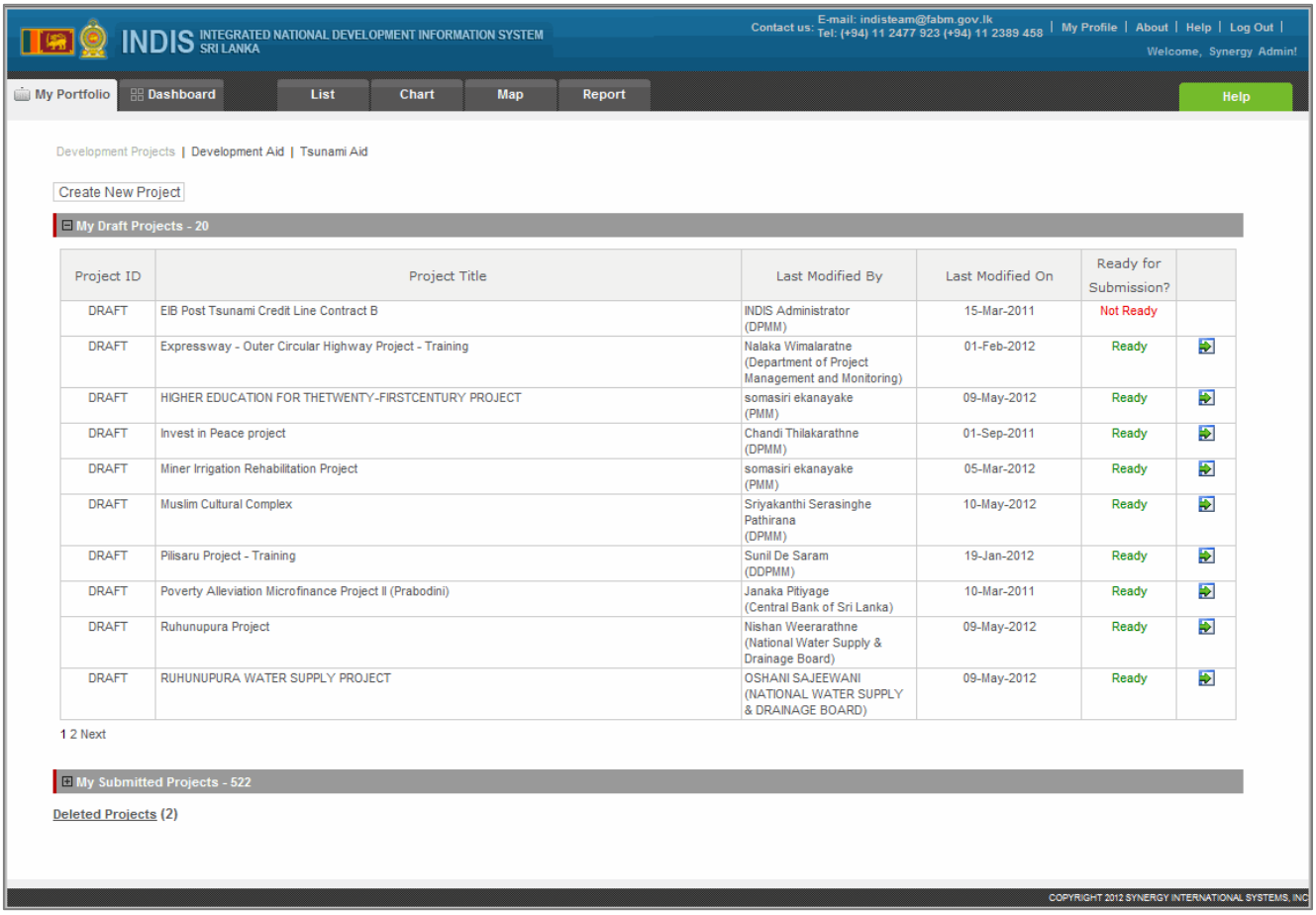
INDIS INTEGRATED NATIONAL DEVELOPMENT INFORMATION SYSTEM SRI LANKA
Contact us: E-mail: indisteam@fabm.gov.lk Tel: (+94) 11 2477 923 (+94) 11 2389 458
My Profile | About | Help | Log Out |
Welcome, Synergy Admin!
My Portfolio
Dashboard
List
Chart
Map
Report
Help
Development Projects | Development Aid | Tsunami Aid
Create New Project
My Draft Projects - 20
Project ID | Project Title | Last Modified By | Last Modified On | Ready for Submission?
DRAFT | EIB Post Tsunami Credit Line Contract B | INDIS Administrator (DPMM) | 15-Mar-2011 | Not Ready
DRAFT | Expressway - Outer Circular Highway Project - Training | Nalaka Wimalaratne (Department of Project Management and Monitoring) | 01-Feb-2012 | Ready
DRAFT | HIGHER EDUCATION FOR THETWENTY-FIRSTCENTURY PROJECT | somasiri ekanayake (PMM) | 09-May-2012 | Ready
DRAFT | Invest in Peace project | Chandi Thilakarathne (DPMM) | 01-Sep-2011 | Ready
DRAFT | Miner Irrigation Rehabilitation Project | somasiri ekanayake (PMM) | 05-Mar-2012 | Ready
DRAFT | Muslim Cultural Complex | Sriyakanthi Serasinghe Pathirana (DPMM) | 10-May-2012 | Ready
DRAFT | Pilisaru Project - Training | Sunil De Saram (DDPMM) | 19-Jan-2012 | Ready
DRAFT | Poverty Alleviation Microfinance Project II (Prabodini) | Janaka Pitiyage (Central Bank of Sri Lanka) | 10-Mar-2011 | Ready
DRAFT | Ruhunupura Project | Nishan Weerarathne (National Water Supply & Drainage Board) | 09-May-2012 | Ready
DRAFT | RUHUNUPURA WATER SUPPLY PROJECT | OSHANI SAJEEWANI (NATIONAL WATER SUPPLY & DRAINAGE BOARD) | 09-May-2012 | Ready
1 2 Next
My Submitted Projects - 522
Deleted Projects (2)
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Figure 4: My Portfolio Section

5.1 Projects in My Portfolio Module

In *My Portfolio* you may see a list of draft and submitted projects. Each project created in INDIS either from *My Portfolio* module or from the corresponding application should get submitted first in order to become public and official. Below is the procedure of project submission:

- User adds a project. It is saved as a draft in the user's portfolio, in the Draft Projects section (Figure 5). Drafts may also be viewed and edited by others users that have the corresponding permissions. Further, drafts should be revised by the user or by the corresponding project manager.
- If all mandatory fields are filled in the project form, then draft gets a "Ready" state in the *Ready for Submission?* column of the drafts table. If at least one mandatory field is not yet filled, the draft has "Not Ready" state.
- Only drafts with the "Ready" state can be submitted. To submit the draft, press the **Submit** button ( ) in the *Drafts* table.

Note: Only submitted drafts are displayed in the application's **List** table (see LIST MODULE), on **Map** (see MAP MODULE) and **Chart** (see CHART MODULE) and accessible to other users of INDIS Sri Lanka.

In *My Portfolio* module, the project may be created; details of the existing projects can be viewed and edited.

The information displayed in *My Portfolio* for each project includes the following information:

- **Project ID** – the code of the project,
- **Project Title** – the name of the project,
- **Last Modified By** – last update author,
- **Last Modified On** – last update date,
- **Submitted On** – the date of the project submission.

5.2 Adding New Project

To add a new project from *My Portfolio* module, follow the instructions below:

1. Go to the corresponding application tab of *My Portfolio* module.
2. Click the **Create New Project** button (Figure 5).
3. This will open an **Add Project** form which is described in the corresponding application Users Manual, see REFERENCES.

5.3 Viewing Project Details

Depending on your permissions you may also see or edit projects added by other users.

To view details of drafts and submitted projects in the *My Portfolio* module, follow the steps below:

1. Go to the *My Portfolio* module.
2. Click the corresponding application tab.
3. Expand the **Drafts** or **Submitted Projects** list correspondingly (Figure 5).
4. Click on the project you wish to see the details for. This will open project details. For more information, see DETAILS SECTION.

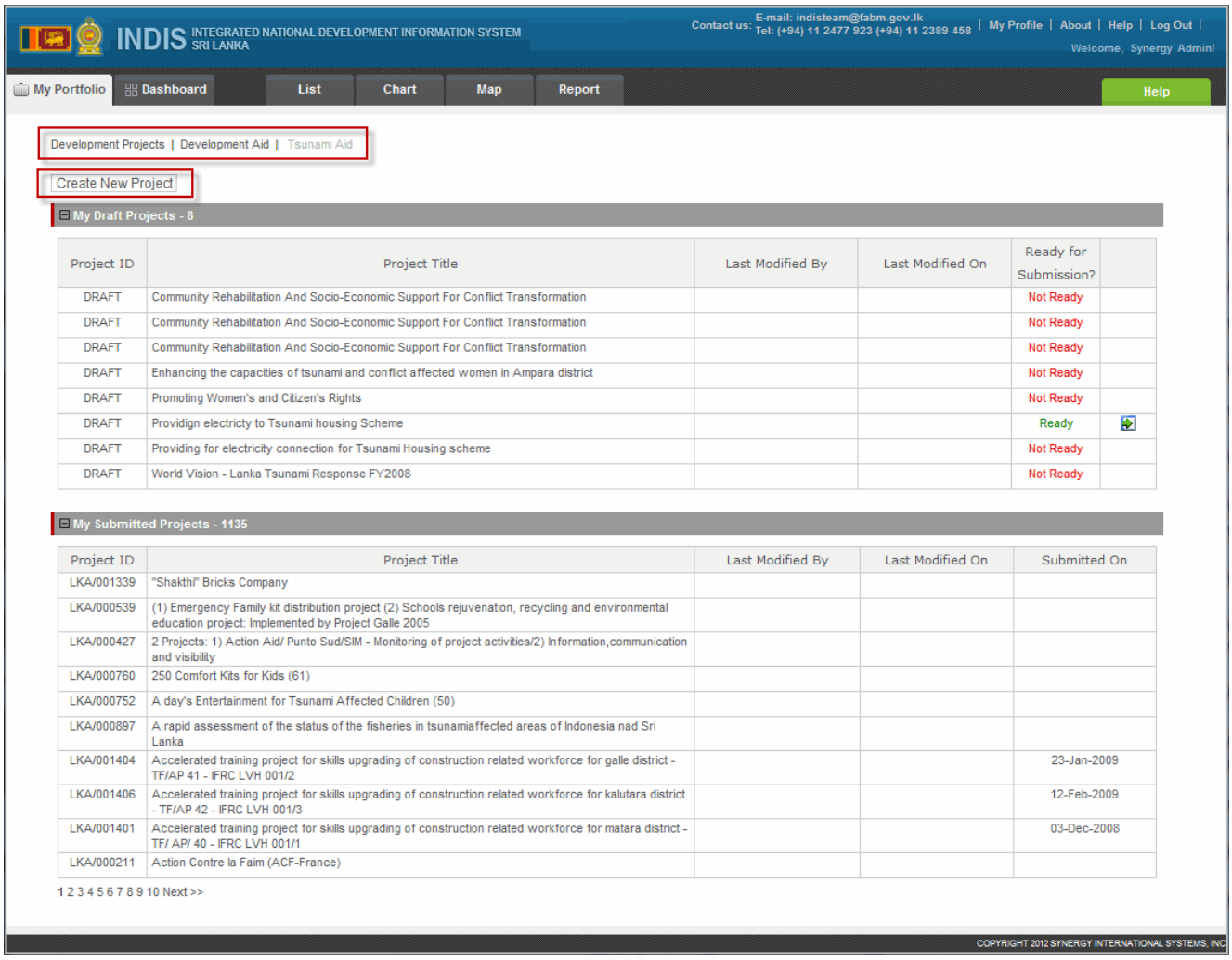
INDIS INTEGRATED NATIONAL DEVELOPMENT INFORMATION SYSTEM SRI LANKA
Contact us: E-mail: indisteam@fabm.gov.lk Tel: (+94) 11 2477 923 (+94) 11 2389 458 | My Profile | About | Help | Log Out |
Welcome, Synergy Admin!
My Portfolio
Dashboard
List
Chart
Map
Report
Help
Development Projects | Development Aid | Tsunami Aid
Create New Project
My Draft Projects - 8
Project ID | Project Title | Last Modified By | Last Modified On | Ready for Submission?
DRAFT | Community Rehabilitation And Socio-Economic Support For Conflict Transformation | Not Ready
DRAFT | Community Rehabilitation And Socio-Economic Support For Conflict Transformation | Not Ready
DRAFT | Community Rehabilitation And Socio-Economic Support For Conflict Transformation | Not Ready
DRAFT | Enhancing the capacities of tsunami and conflict affected women in Ampara district | Not Ready
DRAFT | Promoting Women's and Citizen's Rights | Not Ready
DRAFT | Providign electricty to Tsunami housing Scheme | Ready
DRAFT | Providing for electricity connection for Tsunami Housing scheme | Not Ready
DRAFT | World Vision - Lanka Tsunami Response FY2008 | Not Ready
My Submitted Projects - 1135
Project ID | Project Title | Last Modified By | Last Modified On | Submitted On
LKA/001339 | "Shakthi" Bricks Company
LKA/000539 | (1) Emergency Family kit distribution project (2) Schools rejuvenation, recycling and environmental education project: Implemented by Project Galle 2005
LKA/000427 | 2 Projects: 1) Action Aid/ Punto Sud/SIM - Monitoring of project activities/2) Information,communication and visibility
LKA/000760 | 250 Comfort Kits for Kids (61)
LKA/000752 | A day's Entertainment for Tsunami Affected Children (50)
LKA/000897 | A rapid assessment of the status of the fisheries in tsunamiaffected areas of Indonesia nad Sri Lanka
LKA/001404 | Accelerated training project for skills upgrading of construction related workforce for galle district - TF/AP 41 - IFRC LVH 001/2 | 23-Jan-2009
LKA/001406 | Accelerated training project for skills upgrading of construction related workforce for kalutara district - TF/AP 42 - IFRC LVH 001/3 | 12-Feb-2009
LKA/001401 | Accelerated training project for skills upgrading of construction related workforce for matara district - TF/ AP/ 40 - IFRC LVH 001/1 | 03-Dec-2008
LKA/000211 | Action Contre la Faim (ACF-France)
1 2 3 4 5 6 7 8 9 10 Next >>
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Figure 5: Create New Project Button in My Portfolio

5.4 Viewing and Restoring the Deleted Projects

The deleted projects can be viewed and restored.

Note: This option is only available in the *Development Projects* page of the *My Portfolio* module.

1. Go to the *My Portfolio* module.
2. Click the *Development Projects* tab.
3. Click the **Deleted Projects** link at the bottom of the screen (Figure 4). You will be redirected to the **My Deleted Projects** section (Figure 6).

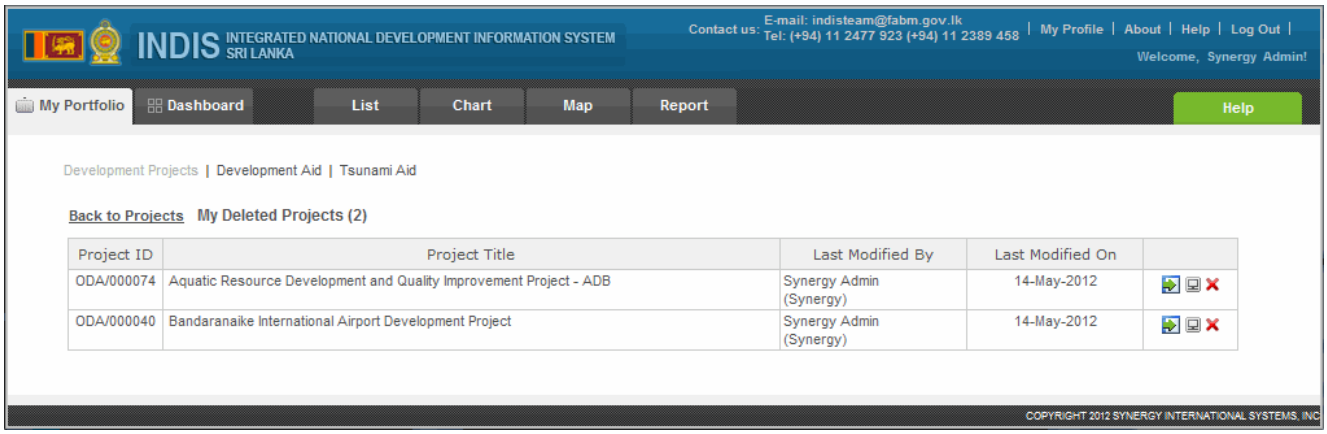


Figure 6: My Deleted Projects Section in My Portfolio

In this section you can:

- **View the deleted project details** - click the **(View)** button to the right of the project for viewing the project details. Or, click on the project you wish to see the details for. This will open project details. For more information, see DETAILS SECTION.
- **Restore the deleted project** - click the **(Restore to Drafts)** button to the right of the project to restore the deleted project. The restored projects will appear in the **My Draft Project** table (Figure 4) of *Development Projects* page in the *My Portfolio* module.
- **Delete the project** - click the **(Delete)** button to the right of the project name to permanently delete the project from the INDIS.

For going back to the projects press **Back to Projects** button.

6. DASHBOARD MODULE

Reporting requirements have changed dramatically over the past few years. Nowadays, it is not enough to be able to produce a report to analyze data, but it is more essential to have a reporting tool that will allow for a visual display of the most important information consolidated and arranged on a single screen so that real-time data can be monitored at a glance.

As a comprehensive reporting tool, *INDIS Sri Lanka* removes the limitations on report development giving you the possibility to view various types of reports such as lists, maps, and charts displayed in a user-friendly environment on a dashboard. Unlike "regular" reports, dashboards provide visual, at a glance insight into the data to be analyzed, thus giving the decision-makers the possibility to leverage information assets in real-time through visually rich, responsive and personalized business intelligence dashboards. This way, they will achieve better data interpretation and, as a result, more informed decision making.

6.1 Key Features of the Dashboard Module

You can make use of the following key features of the Dashboard tool in *INDIS Sri Lanka*:

- ✓ An intuitive drag-and-drop environment that turns adding reports to a dashboard into an easily manageable task.
- ✓ Fully resizable report windows.
- ✓ Better visualization of the information presented in graph reports.
- ✓ The ability to print reports for future reference.
- ✓ The ability to export reports on the dashboard in MS Word, MS Excel, and Adobe PDF formats.

6.2 Accessing the Dashboard Module

In order to access the *Dashboard* module of the system, click the **Dashboard** tab to navigate to the *Dashboard* module. In this module you can create dashboards, include reports under them, etc.

6.3 Main Screen and Its Components

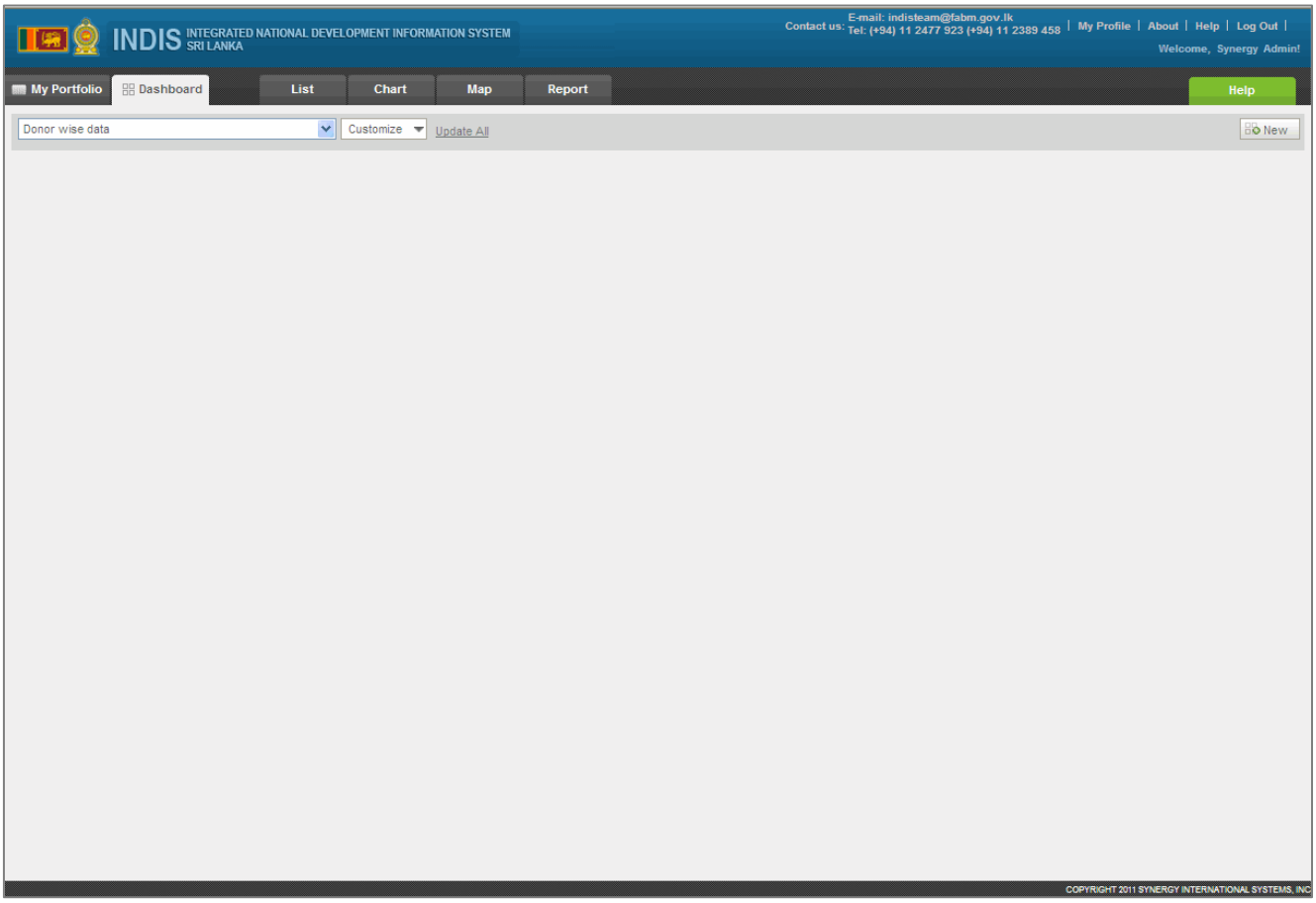


Figure 7: Dashboard Module

1. ***Dashboard Selector -*** contains a list of pre-defined dashboards. By choosing a definite dashboard from this list, you can view the reports stored in the selected dashboard.

2. ***Customize -*** allows performing the following operations:
   - **Name** - the dashboard name.
   - ***Save -*** saves a dashboard so that it can be shared with other users.
   - ***Save as New -*** saves a dashboard as a new one. This option is especially useful to make modifications in a definite dashboard while keeping the source information intact. This way, you can prevent overwriting the original dashboard.
   - ***Remove -*** deletes a dashboard together with its contents.
   - ***Cancel -*** discards the modifications made to the dashboard currently displayed on the screen.

3. ***Update all -*** loads the latest data from the database.

4. ***New -*** allows creating a new dashboard.

5. ***Add New Item -*** allows adding new reports under a definite dashboard from the list of all pre-defined reports previously created.

6. ***Dashboard Workspace -*** the main screen of the Dashboard module where the contents of a definite dashboard are viewed.

6.4 Using the Dashboard Module

6.4.1 Create a New Dashboard

In order to create a new dashboard, follow the steps described below:

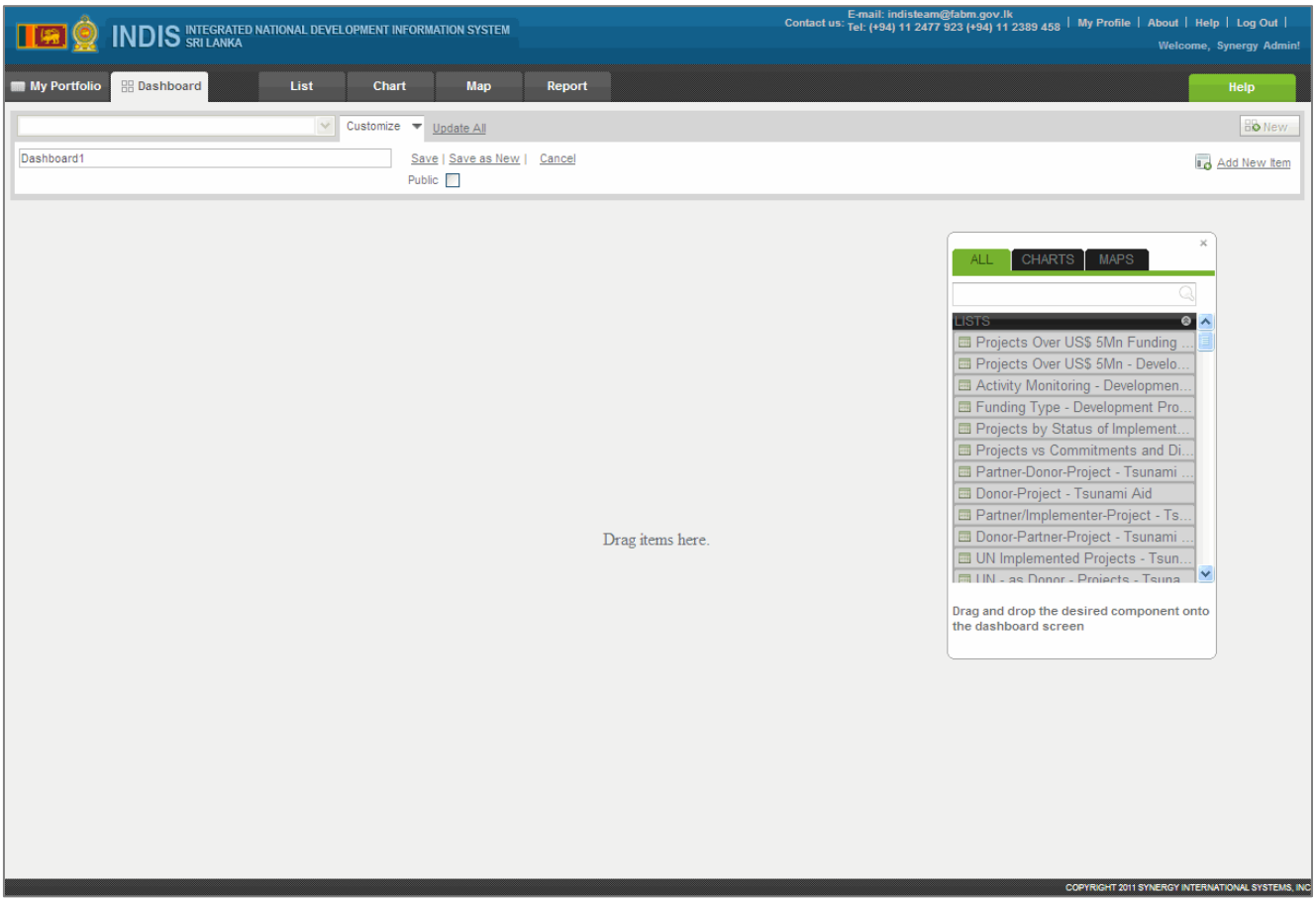


Figure 8: Adding a New Dashboard

1. Click the

(New) button at the upper right corner of the screen. New fields will appear in the left part of the screen to insert the name other than the default one to the dashboard and to save it (Figure 7). Also, the list of all existing pre-defined reports opens allowing you to add new items to the dashboard.
2. Give the desired name to the dashboard.
3. Add reports to the dashboard.
4. Save it.

6.4.2 Add an Item to a Dashboard

In order to add a report to a dashboard, follow the steps described below:

1. Click the Add New Item **(Add New Item)** link. The list of all reports previously saved will appear.
2. Select a report to add to a dashboard and drag-and-drop it onto the main screen.
3. If you want to add another report to the dashboard, select it in the list, drag it onto the main screen and hold the left mouse button until a green rectangle appears on the screen indicating an area where the new report can be placed (Figure 8).
4. You may add multiple reports to the dashboard.

Note: The reports can be arranged either in vertical or in horizontal order. Once the place for the report is selected, it cannot be changed.

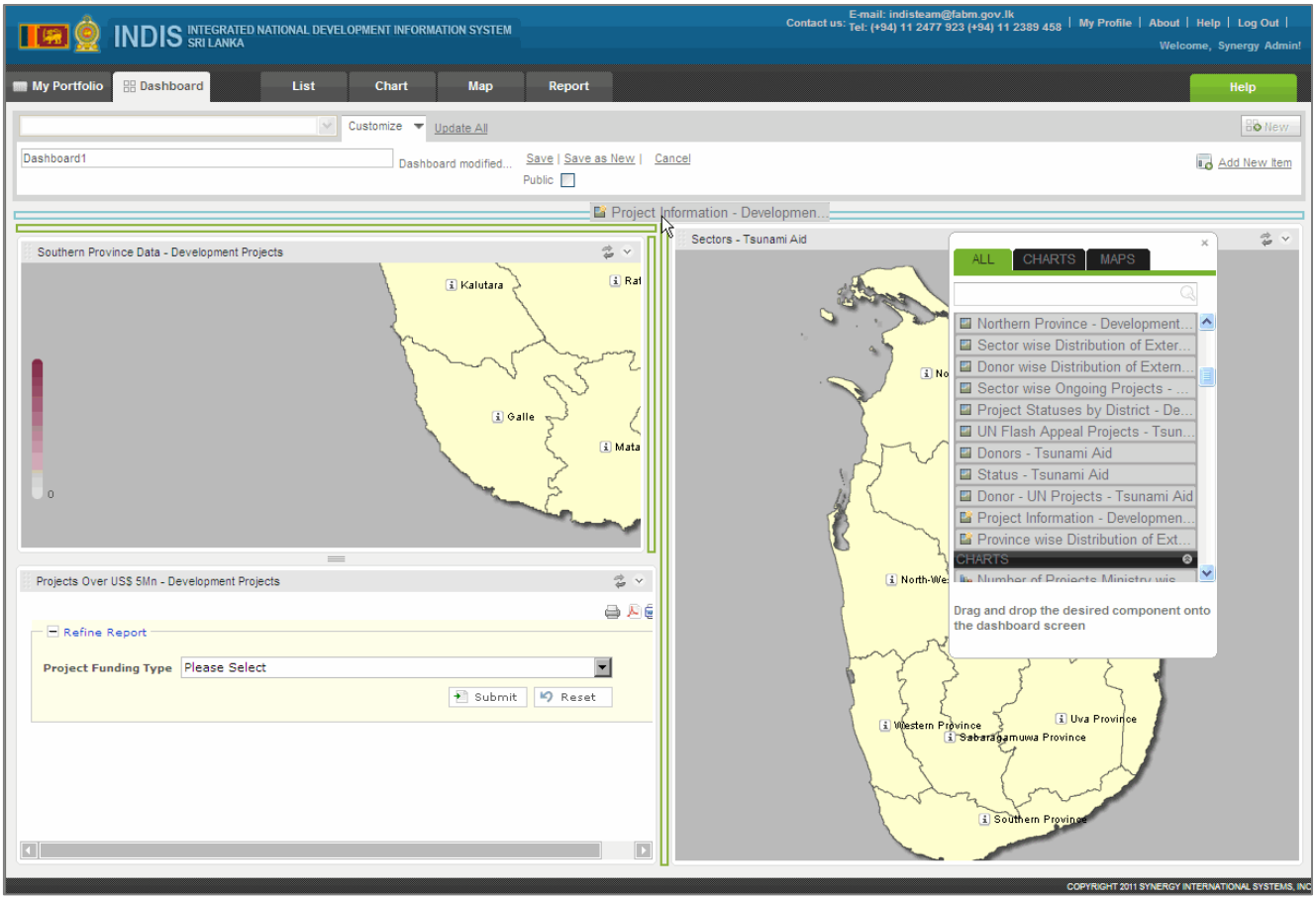


Figure 9: Adding a New Report

6.4.3 Customize a Dashboard

In the Dashboard module, you can customize any dashboard created, i.e. you can rename the dashboard, save the changes made to it, save a copy of the dashboard, delete a dashboard, and/or discard the changes made. Please refer to the paragraphs below for more information on how you can perform any of these actions.

In order to customize a dashboard, follow the steps described below:

1. Click the **Customize** button. A new section will appear displaying all customizable options in the Dashboard module (Figure 9).
2. Take the necessary action.

3. Save the changes made.

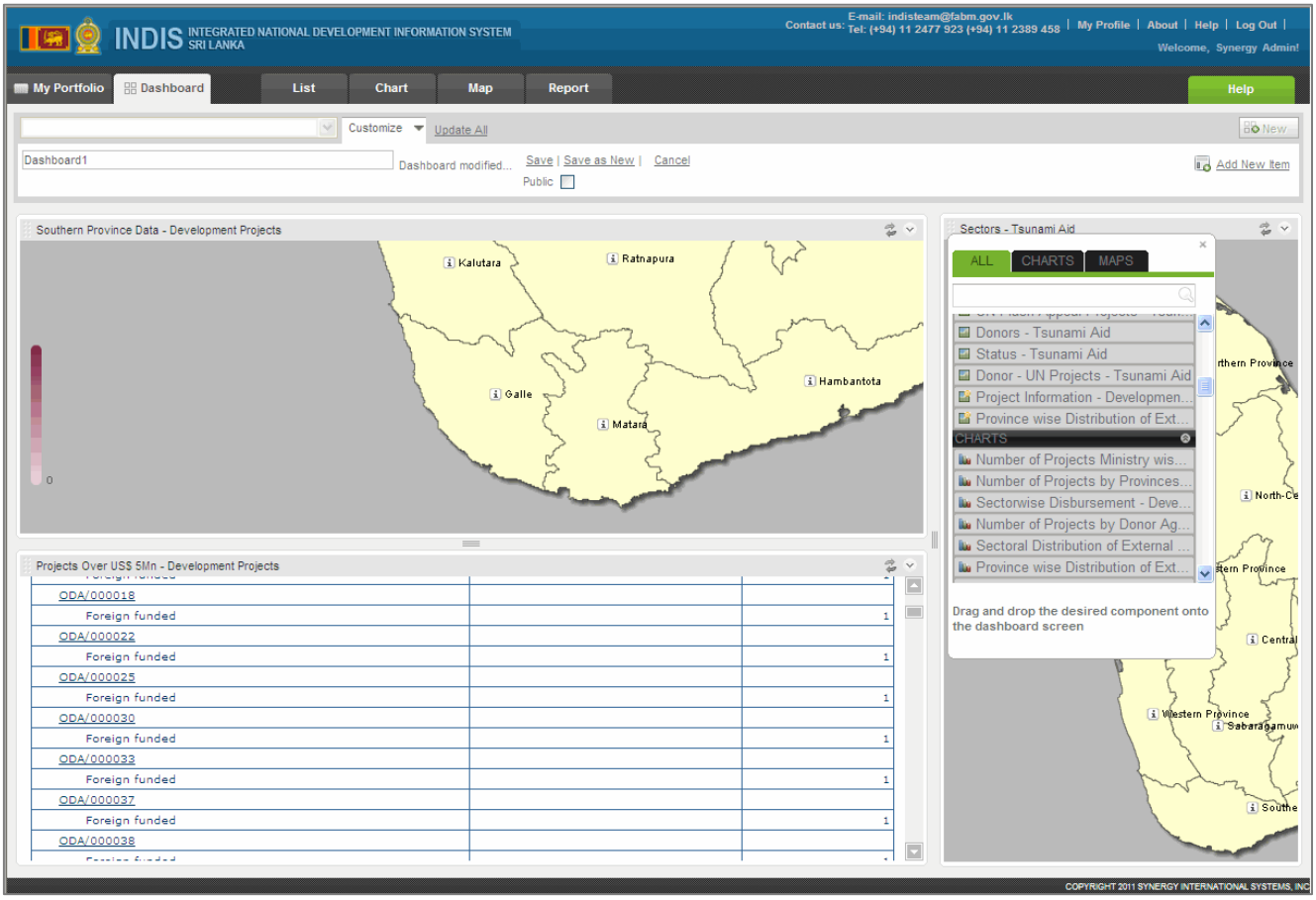


Figure 10: Customizing a Dashboard

6.4.4 Save a Dashboard

After the new dashboard has been created and items added to it, it is necessary to save it to be able to view it later on. There are two options for saving dashboards:

- ***Save:*** saves all modifications made to the dashboard.
- ***Save as***: saves a copy of a dashboard under a new name.

In order to save a dashboard/ a copy of a dashboard, follow the steps described below:

1. Select the respective **Save** / **Save as New** option.
2. Click **OK** in the message window indicating the dashboard / the changes to it have been saved successfully.

6.4.5 Delete a Dashboard

In order to delete a dashboard, follow the steps described below:

1. Select the dashboard that you want to delete. Its contents will be displayed on the main screen.

2. Click the **Remove** link. The selected dashboard will be deleted.

6.4.6 Discard the Changes Made

In order to discard the changes made to the dashboard currently displayed on the screen, follow the steps described below:

1. Click the **Cancel** link.
2. Confirm that you want to discard all changes made to the dashboard by clicking **OK** in the warning message window that appears.

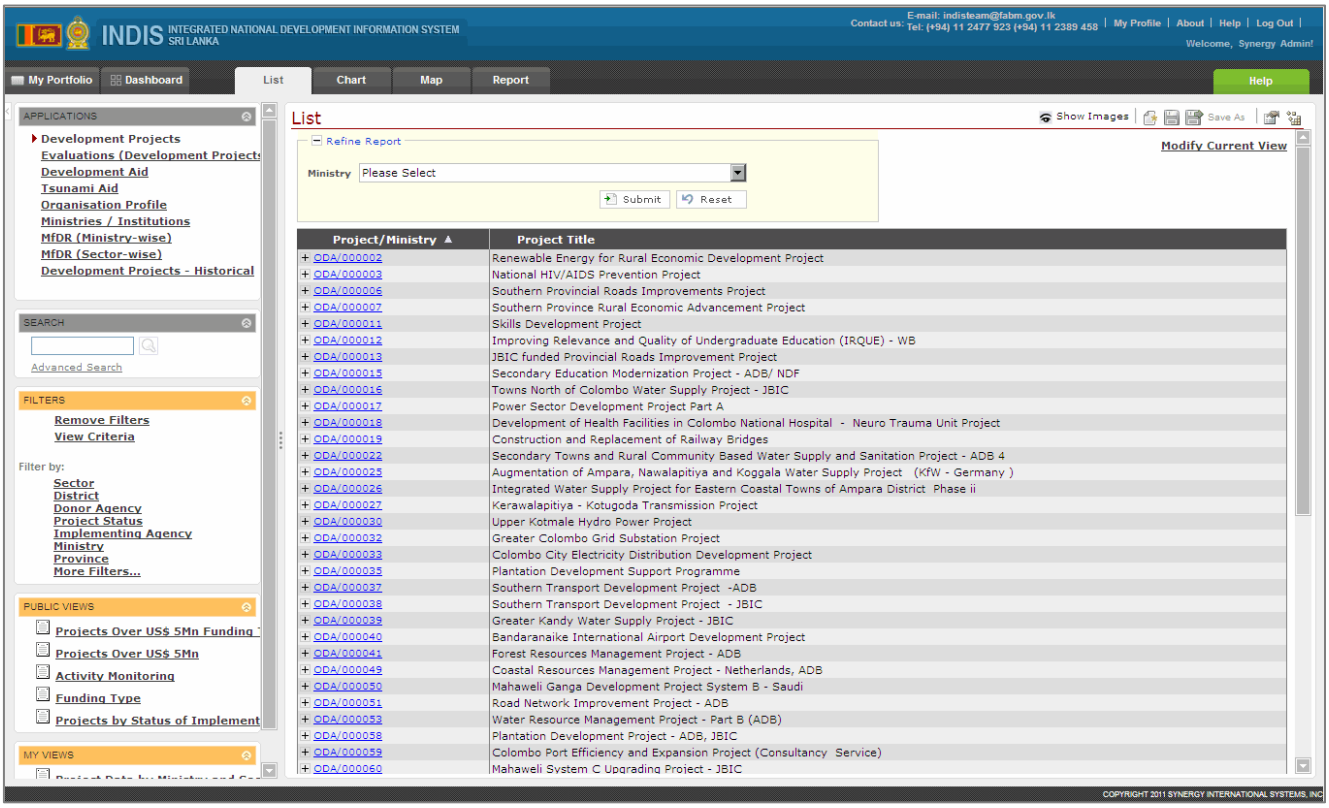
6.4.7 Update Data

For decision makers, it is very important to have access to the latest data available. This is why the *Dashboard* module gives you the possibility of updating all reports included in various dashboards. In order to load the latest data from the database, select the **Update All** option.

If you need to update the data in an individual report, click **(Refresh)** button in the top toolbar of the report screen. The latest data for the selected report will be loaded from the database.

7. LIST MODULE

In the *List* module (Figure 10) of *INDIS Sri Lanka*, you can create and execute ad-hoc queries on projects data, and acquire results in the form of a list.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Development Aid
Tsunami Aid
Organisation Profile
Ministries / Institutions
MfDR (Ministry-wise)
MfDR (Sector-wise)
Development Projects - Historical
SEARCH
Advanced Search
FILTERS
Remove Filters
View Criteria
Filter by:
Sector
District
Donor Agency
Project Status
Implementing Agency
Ministry
Province
More Filters...
PUBLIC VIEWS
Projects Over US$ 5Mn Funding
Projects Over US$ 5Mn
Activity Monitoring
Funding Type
Projects by Status of Implement
MY VIEWS
List
Show Images
Save As
Refine Report
Modify Current View
Ministry
Please Select
Submit
Reset
Project/Ministry
Project Title
ODA/000002 Renewable Energy for Rural Economic Development Project
ODA/000003 National HIV/AIDS Prevention Project
ODA/000006 Southern Provincial Roads Improvements Project
ODA/000007 Southern Province Rural Economic Advancement Project
ODA/000011 Skills Development Project
ODA/000012 Improving Relevance and Quality of Undergraduate Education (IRQUE) - WB
ODA/000013 JBIC funded Provincial Roads Improvement Project
ODA/000015 Secondary Education Modernization Project - ADB/ NDF
ODA/000016 Towns North of Colombo Water Supply Project - JBIC
ODA/000017 Power Sector Development Project Part A
ODA/000018 Development of Health Facilities in Colombo National Hospital - Neuro Trauma Unit Project
ODA/000019 Construction and Replacement of Railway Bridges
ODA/000022 Secondary Towns and Rural Community Based Water Supply and Sanitation Project - ADB 4
ODA/000025 Augmentation of Ampara, Nawalapitiya and Koggala Water Supply Project (KfW - Germany)
ODA/000026 Integrated Water Supply Project for Eastern Coastal Towns of Ampara District Phase ii
ODA/000027 Kerawalapitiya - Kotugoda Transmission Project
ODA/000030 Upper Kotmale Hydro Power Project
ODA/000032 Greater Colombo Grid Substation Project
ODA/000033 Colombo City Electricity Distribution Development Project
ODA/000035 Plantation Development Support Programme
ODA/000037 Southern Transport Development Project -ADB
ODA/000038 Southern Transport Development Project - JBIC
ODA/000039 Greater Kandy Water Supply Project - JBIC
ODA/000040 Bandaranaike International Airport Development Project
ODA/000041 Forest Resources Management Project - ADB
ODA/000049 Coastal Resources Management Project - Netherlands, ADB
ODA/000050 Mahaweli Ganga Development Project System B - Saudi
ODA/000051 Road Network Improvement Project - ADB
ODA/000053 Water Resource Management Project - Part B (ADB)
ODA/000058 Plantation Development Project - ADB, JBIC
ODA/000059 Colombo Port Efficiency and Expansion Project (Consultancy Service)
ODA/000060 Mahaweli System C Upgrading Project - JBIC
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Figure 11: INDIS Sri Lanka List Module

7.1 Accessing the List Module

As it has been stated above, the project data can be presented in a form of a list. A list consists of at least one group and one column, but the actual quantity of groups and columns is defined by your choice of the view. Please refer to the ***Modifying the Current View*** of the present document for more details on how to define more groups / columns for the list.

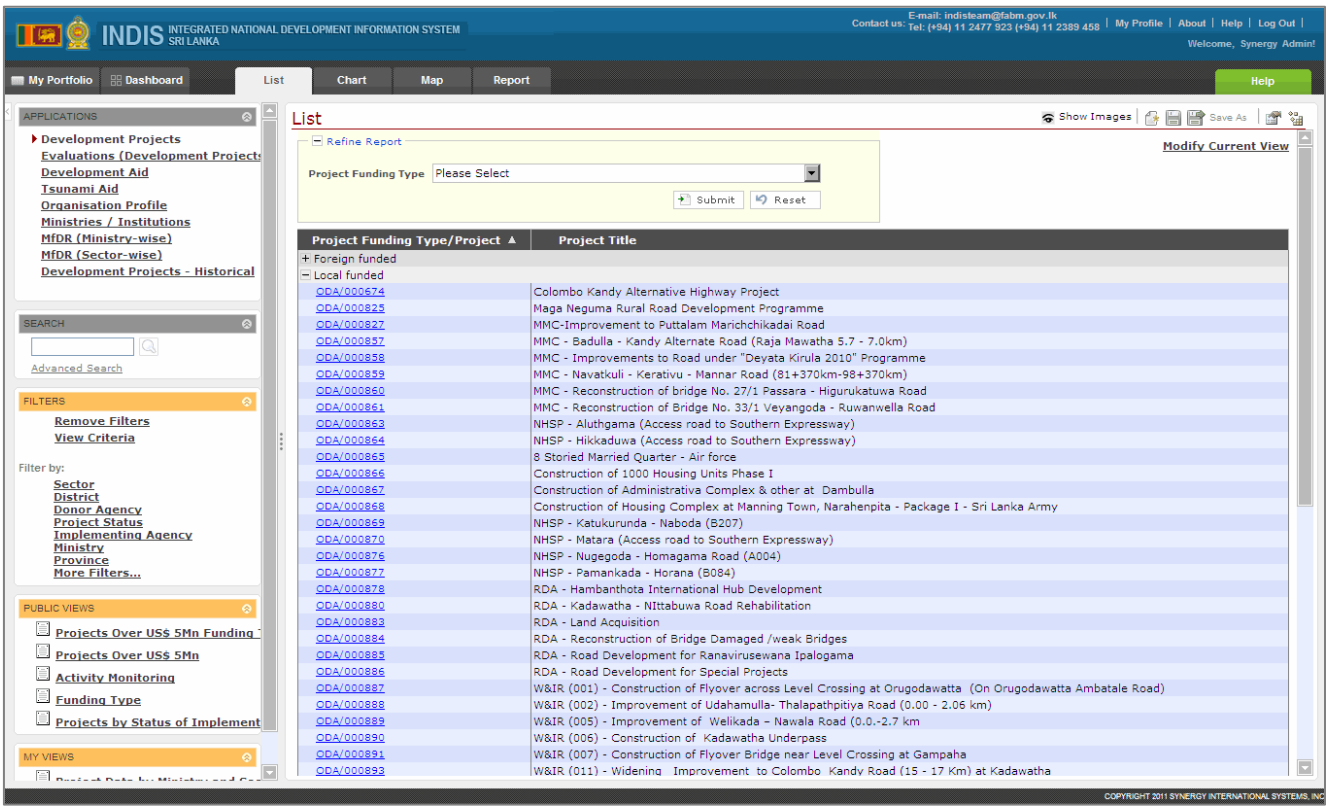
In order to access the *List* module of the system, click the **List** tab.

In this module, you can view the data organized into a view according to the selected groupings and columns, modify the currently used list, save it as a pre-defined report, include it under a definite group, print it, etc.

7.2 Expanding the List Item

It is possible to expand the list item level to view the information of the sub-level(s). In order to expand the list item level, click the "+" sign next to the name of the list item to expand. This will expand the list item group level displaying the first sub-level (Figure 11). This can further be expanded unless there are no more sub-levels to be displayed.

Note: You can expand one group level at a time. If the group level of another list item is expanded, the previously expanded group level will get collapsed.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Ministries / Institutions
MfDR (Ministry-wise)
MfDR (Sector-wise)
Development Projects - Historical
SEARCH
Advanced Search
FILTERS
Remove Filters
View Criteria
Filter by:
Sector
District
Donor Agency
Project Status
Implementing Agency
Ministry
Province
More Filters...
PUBLIC VIEWS
Projects Over US$ 5Mn Funding
Projects Over US$ 5Mn
Activity Monitoring
Funding Type
Projects by Status of Implement
MY VIEWS
List
Show Images
Save As
Modify Current View
Refine Report
Project Funding Type
Please Select
Submit
Reset
Project Funding Type/Project
Project Title
Foreign funded
Local funded
ODA/000674 Colombo Kandy Alternative Highway Project
ODA/000825 Maga Neguma Rural Road Development Programme
ODA/000827 MMC-Improvement to Puttalam Marichchikadai Road
ODA/000857 MMC - Badulla - Kandy Alternate Road (Raja Mawatha 5.7 - 7.0km)
ODA/000858 MMC - Improvements to Road under "Deyata Kirula 2010" Programme
ODA/000859 MMC - Navatkuli - Kerativu - Mannar Road (81+370km-98+370km)
ODA/000860 MMC - Reconstruction of bridge No. 27/1 Passara - Higurukatuwa Road
ODA/000861 MMC - Reconstruction of Bridge No. 33/1 Veyangoda - Ruwanwella Road
ODA/000863 NHSP - Aluthgama (Access road to Southern Expressway)
ODA/000864 NHSP - Hikkaduwa (Access road to Southern Expressway)
ODA/000865 8 Storied Married Quarter - Air force
ODA/000866 Construction of 1000 Housing Units Phase I
ODA/000867 Construction of Administrativa Complex & other at Dambulla
ODA/000868 Construction of Housing Complex at Manning Town, Narahenpita - Package I - Sri Lanka Army
ODA/000869 NHSP - Katukurunda - Naboda (B207)
ODA/000870 NHSP - Matara (Access road to Southern Expressway)
ODA/000876 NHSP - Nugegoda - Homagama Road (A004)
ODA/000877 NHSP - Pamankada - Horana (B084)
ODA/000878 RDA - Hambanthota International Hub Development
ODA/000880 RDA - Kadawatha - NIttabuwa Road Rehabilitation
ODA/000883 RDA - Land Acquisition
ODA/000884 RDA - Reconstruction of Bridge Damaged /weak Bridges
ODA/000885 RDA - Road Development for Ranavirusewana Ipalogama
ODA/000886 RDA - Road Development for Special Projects
ODA/000887 W&IR (001) - Construction of Flyover across Level Crossing at Orugodawatta (On Orugodawatta Ambatale Road)
ODA/000888 W&IR (002) - Improvement of Udahamulla- Thalapathpitiya Road (0.00 - 2.06 km)
ODA/000889 W&IR (005) - Improvement of Welikada – Nawala Road (0.0.-2.7 km
ODA/000890 W&IR (006) - Construction of Kadawatha Underpass
ODA/000891 W&IR (007) - Construction of Flyover Bridge near Level Crossing at Gampaha
ODA/000893 W&IR (011) - Widening Improvement to Colombo Kandy Road (15 - 17 Km) at Kadawatha
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Figure 12: Expanding the List Item Level

7.3 Sorting List Items

You can sort the list view by column by clicking on the name of the column. This will sort the list alphabetically or numerically depending on the type of data entered into that column. The red arrow that appears on the column can reverse the order of the list.

7.4 Browsing among List Items

You can browse among the list items by clicking on the number link of the page to navigate to. Also, you can make use the **Previous** and **Next** buttons to move to the page of your choice.

7.5 Hiding / Showing Images in the List

In order to make the list load quicker, you can choose to hide the images which are displayed in the list. These images can be donor flags, sector icons, etc.

To hide the images in the list, click the Hide Images button located at the top of the screen (Figure 12). All the images in the screen will not display.

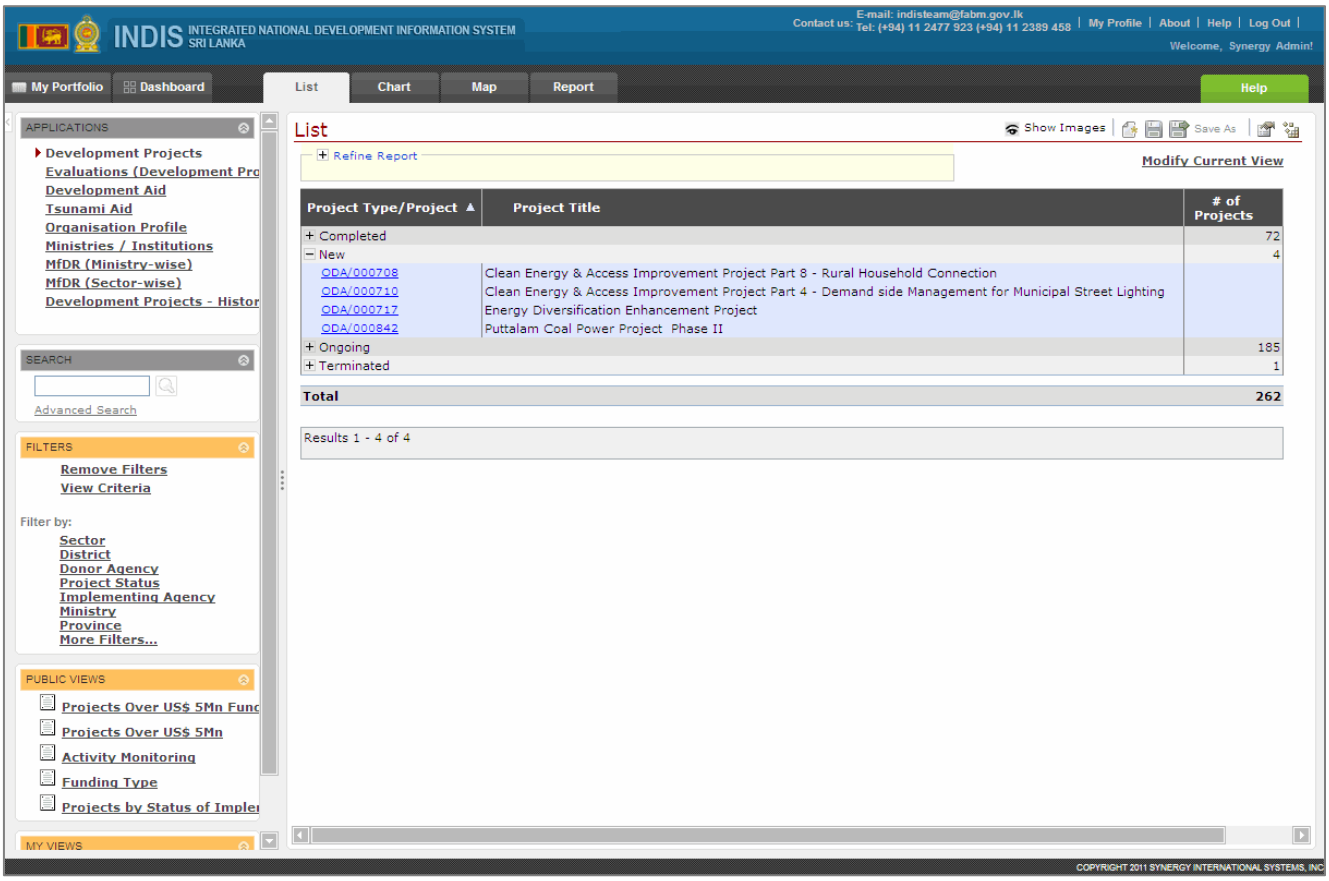


Figure 13: Hiding Images in the List

Note: Clicking the Show Images button will show the images.

7.6 Modifying the Current View

It is possible to modify the list that is currently displayed in the *List* module. You can add new groupings to it or remove the selected ones, (un-) select columns, re-order them, etc. The steps described below provide for the necessary instructions for modifying the current view.

1. Click the **Modify Current View** link at the top right corner of the *List* screen. A *Modify Current View* window (Figure 13) will appear presenting the administrator with the groupings/columns selected and available for the list view.
2. In the *Groupings* section, add / re-order / remove groups.
3. In the *Columns* section, add / re-order / remove columns.
4. In the *Cross Tab Groupings* section, define add / re-order / remove column groupings for the view.
5. Set the view as default, if necessary.
6. After finishing making changes in the view, click the **OK** button for the changes to take effect. Or, click the **Cancel** button to discard the changes made.

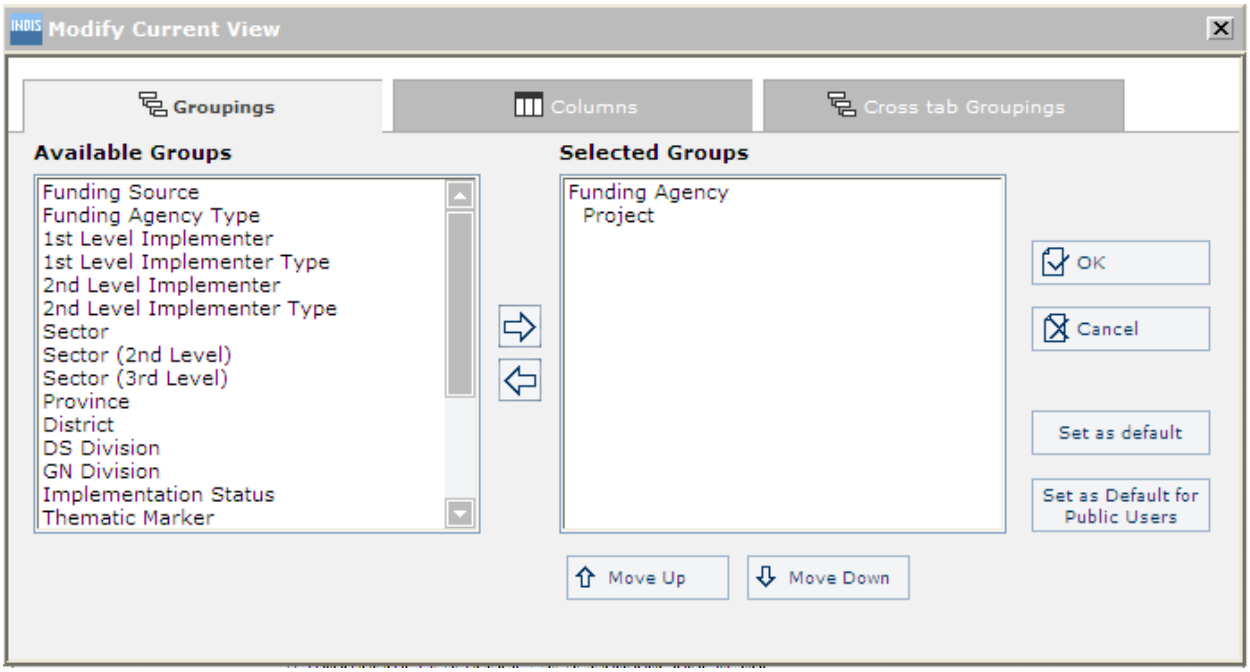


Figure 14: Modifying the Current View

7.6.1 Adding List Groups / Columns / Column Groupings

In order to add a group / column / column grouping to the list, follow the steps described below:

1. In the *Available Groups / Columns* panel, select the group / column / column grouping to be added to the list.
   Note: It is possible to select several groups / columns by means of the **Shift** or **Ctrl** keyboard buttons.
2. Click the **(Select)** button. The selected group(s) / column(s) will appear in the *Selected Groups / Columns* panel.

7.6.2 Re-ordering Groups / Columns / Column Groupings

In order to re-order the selected groups / columns / column groupings, follow the steps described below.

1. Select the group / column / column grouping to be re-ordered in the *Selected Groups / Columns* panel.
2. Click the **Move Up / Move Down** button.

7.6.3 Removing Groups / Columns / Column Groupings

In order to remove the selected groups / columns / column groupings from the list, follow the steps described below.

1. In the *Selected Groups / Columns* panel, select the group / column / column grouping that needs to be removed from the list.

2. Click the **(Unselect)** button. The selected group(s) / column(s) / column grouping(s) will be removed from the *Selected Groups / Columns* panel.

7.6.4 Setting a View as Default

After making changes in the view currently displayed in the *List* module, you can set the newly created view as default. This means that the new view will be displayed when you will access the *List* module next time.

In order to set a view as default, follow the steps described below.

1. Make the necessary changes in the current view as described in the sections above.
2. Click the **Set as Default** button in the *Modify Current View* window. Please note that the view will be set as default only for the current user.

Note: Clicking the **Set as Default for Public Users** button will display the view to those who access the application as unregistered public user.

7.6.5 Sample View

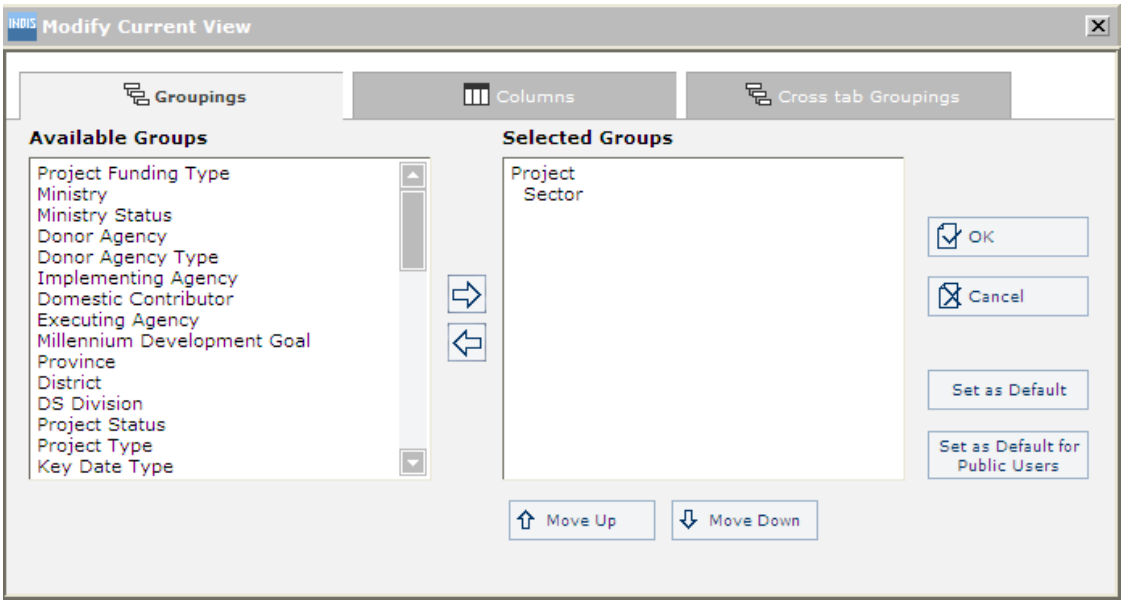


Figure 15: Defining List View Groupings

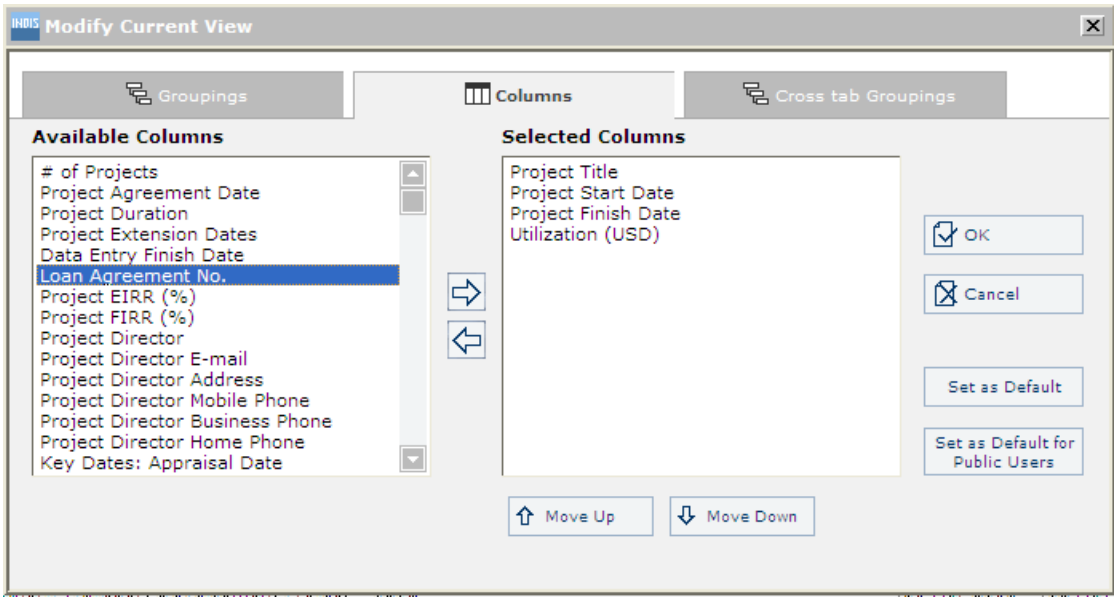
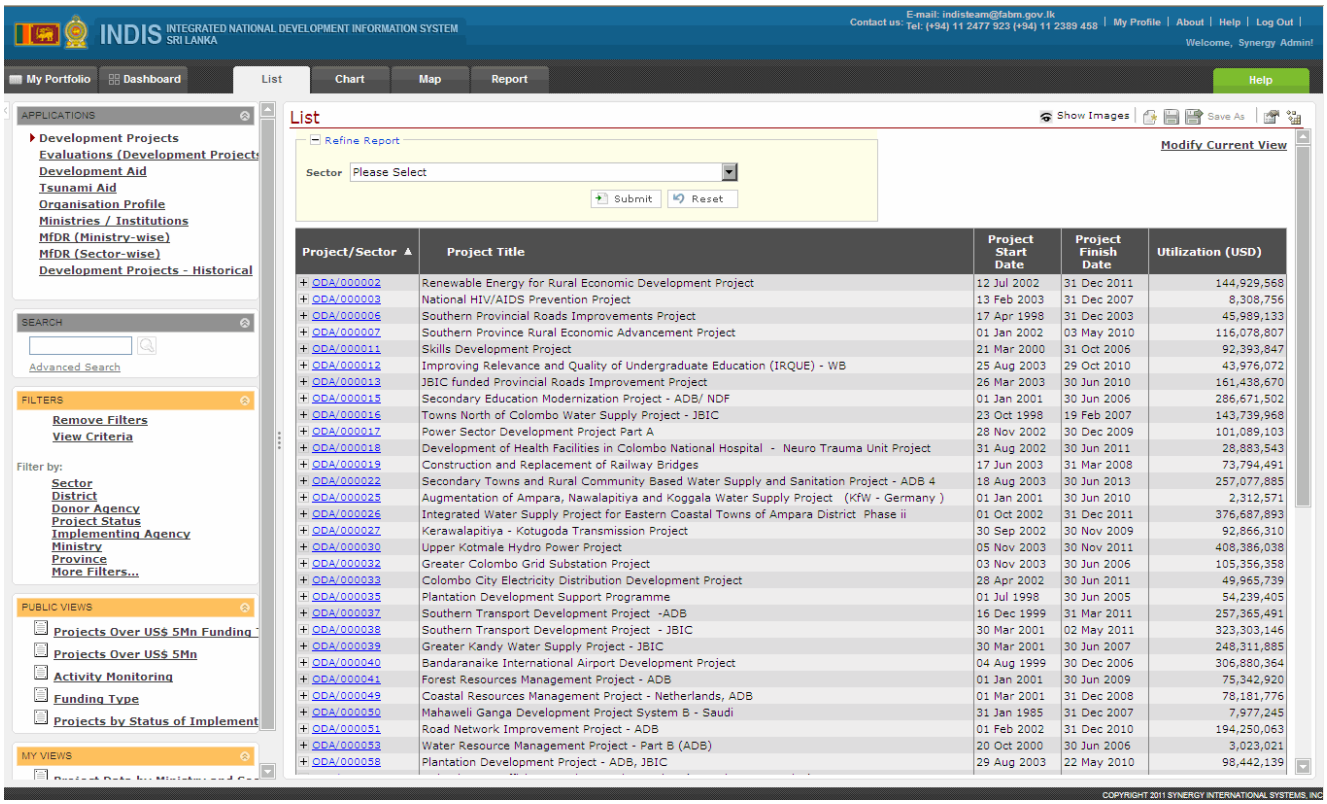


Figure 16: Defining List View Columns

If you have indicated Project/ Sector hierarchy as a grouping (Figure 14) and, Project Title, Project Start Date, Project Finish Date, Utilization (USD) as columns (Figure 15), the following list view will appear (Figure 16):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MfDR (Ministry-wise)
MfDR (Sector-wise)
Development Projects - Historical
SEARCH
Advanced Search
FILTERS
Remove Filters
View Criteria
Filter by:
Sector
District
Donor Agency
Project Status
Implementing Agency
Ministry
Province
More Filters...
PUBLIC VIEWS
Projects Over US$ 5Mn Funding
Projects Over US$ 5Mn
Activity Monitoring
Funding Type
Projects by Status of Implement
MY VIEWS
List
Show Images
Save As
Refine Report
Modify Current View
Sector
Please Select
Submit
Reset
Project/Sector
Project Title
Project Start Date
Project Finish Date
Utilization (USD)
ODA/000002 Renewable Energy for Rural Economic Development Project 12 Jul 2002 31 Dec 2011 144,929,568
ODA/000003 National HIV/AIDS Prevention Project 13 Feb 2003 31 Dec 2007 8,308,756
ODA/000006 Southern Provincial Roads Improvements Project 17 Apr 1998 31 Dec 2003 45,989,133
ODA/000007 Southern Province Rural Economic Advancement Project 01 Jan 2002 03 May 2010 116,078,807
ODA/000011 Skills Development Project 21 Mar 2000 31 Oct 2006 92,393,847
ODA/000012 Improving Relevance and Quality of Undergraduate Education (IRQUE) - WB 25 Aug 2003 29 Oct 2010 43,976,072
ODA/000013 JBIC funded Provincial Roads Improvement Project 26 Mar 2003 30 Jun 2010 161,438,670
ODA/000015 Secondary Education Modernization Project - ADB/ NDF 01 Jan 2001 30 Jun 2006 286,671,502
ODA/000016 Towns North of Colombo Water Supply Project - JBIC 23 Oct 1998 19 Feb 2007 143,739,968
ODA/000017 Power Sector Development Project Part A 28 Nov 2002 30 Dec 2009 101,089,103
ODA/000018 Development of Health Facilities in Colombo National Hospital - Neuro Trauma Unit Project 31 Aug 2002 30 Jun 2011 28,883,543
ODA/000019 Construction and Replacement of Railway Bridges 17 Jun 2003 31 Mar 2008 73,794,491
ODA/000022 Secondary Towns and Rural Community Based Water Supply and Sanitation Project - ADB 4 18 Aug 2003 30 Jun 2013 257,077,885
ODA/000025 Augmentation of Ampara, Nawalapitiya and Koggala Water Supply Project (KfW - Germany) 01 Jan 2001 30 Jun 2010 2,312,571
ODA/000026 Integrated Water Supply Project for Eastern Coastal Towns of Ampara District Phase ii 01 Oct 2002 31 Dec 2011 376,687,893
ODA/000027 Kerawalapitiya - Kotugoda Transmission Project 30 Sep 2002 30 Nov 2009 92,866,310
ODA/000030 Upper Kotmale Hydro Power Project 05 Nov 2003 30 Nov 2011 408,386,038
ODA/000032 Greater Colombo Grid Substation Project 03 Nov 2003 30 Jun 2006 105,356,358
ODA/000033 Colombo City Electricity Distribution Development Project 28 Apr 2002 30 Jun 2011 49,965,739
ODA/000035 Plantation Development Support Programme 01 Jul 1998 30 Jun 2005 54,239,405
ODA/000037 Southern Transport Development Project -ADB 16 Dec 1999 31 Mar 2011 257,365,491
ODA/000038 Southern Transport Development Project - JBIC 30 Mar 2001 02 May 2011 323,303,146
ODA/000039 Greater Kandy Water Supply Project - JBIC 30 Mar 2001 30 Jun 2007 248,311,885
ODA/000040 Bandaranaike International Airport Development Project 04 Aug 1999 30 Dec 2006 306,880,364
ODA/000041 Forest Resources Management Project - ADB 01 Jan 2001 30 Jun 2009 75,342,920
ODA/000049 Coastal Resources Management Project - Netherlands, ADB 01 Mar 2001 31 Dec 2008 78,181,776
ODA/000050 Mahaweli Ganga Development Project System B - Saudi 31 Jan 1985 31 Dec 2007 7,977,245
ODA/000051 Road Network Improvement Project - ADB 01 Feb 2002 31 Dec 2010 194,250,063
ODA/000053 Water Resource Management Project - Part B (ADB) 20 Oct 2000 30 Jun 2006 3,023,021
ODA/000058 Plantation Development Project - ADB, JBIC 29 Aug 2003 22 May 2010 98,442,139
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Figure 17: Sample View

8. CHART MODULE

The *INDIS Sri Lanka* is equipped with a powerful chart designer that provides all necessary tools to create charts for professionally looking presentations and reports. A user-friendly interface, great number of visual effects and pre-defined chart types, flexible chart components selection, and on-screen real-time chart visualization make using the chart designer an easy and delightful experience.

8.1 Key Features of the Chart Tool

You can make use of the following key features of the Chart tool in *INDIS Sri Lanka*:

- ✓ Rich user interface that supports movable windows for arranging the screen as desired.
- ✓ The ability to resize the charts directly in the workspace.
- ✓ The ability to show or hide the data labels and legends.
- ✓ The ability to customize the coloring, or choose pattern-filled charts for black and white printing.

8.2 Accessing the Chart Module

As it has been stated above, the system provides for the opportunity to present data in form of different charts. In order to access the *Chart* module of the system, click the **Chart** tab. You will be redirected to the *Chart* module where a pre-defined chart is displayed.

8.3 Main Screen and Its Components

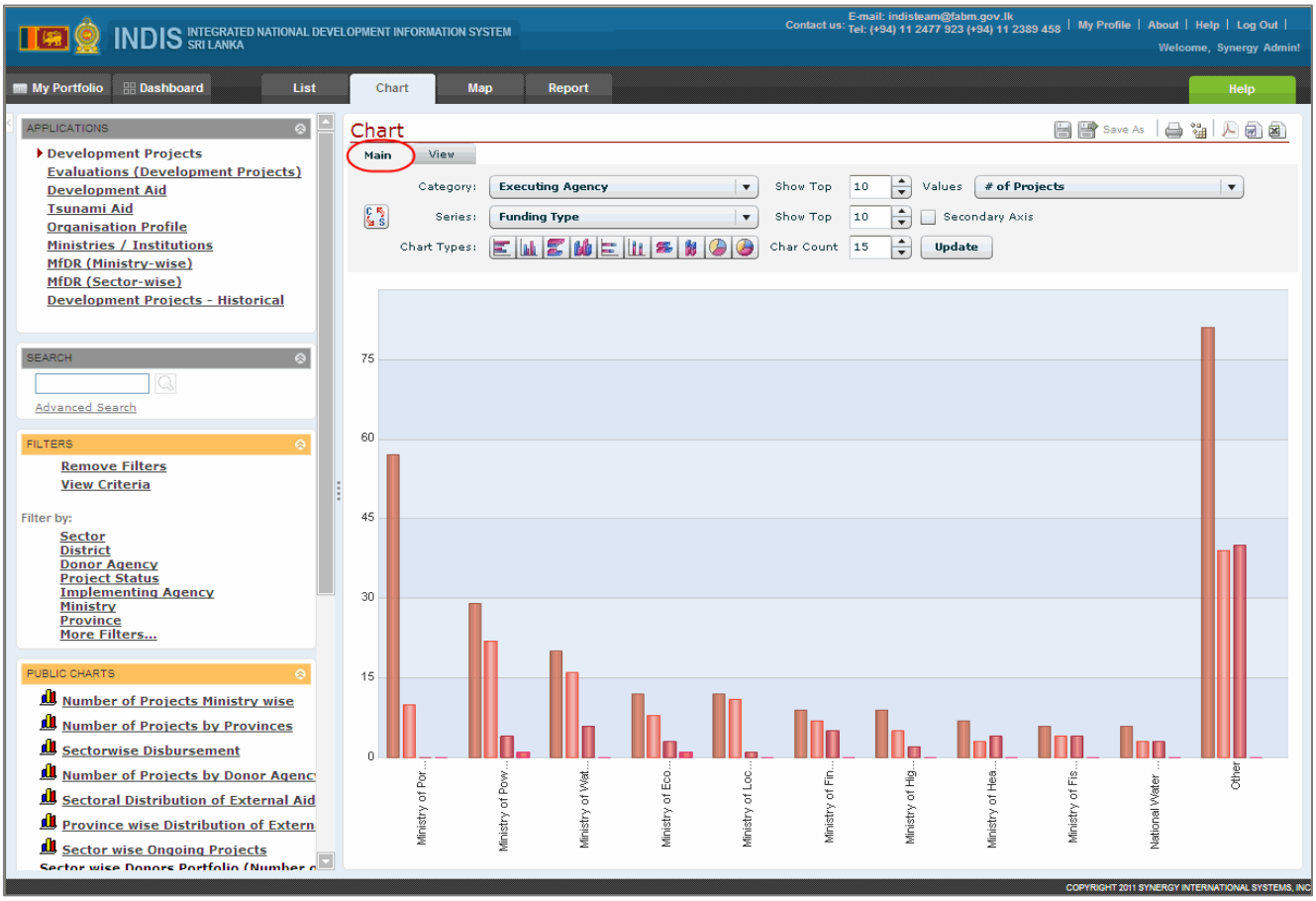


Figure 18: Main Screen of the Chart Module

1. ***Category* -** allows selecting one of the options provided in the *Category* pull down menu located at the top of the *Chart Screen*. The selected category will define one of the chart axes.
   Note: Selection of a category for the chart report is required.

2. ***Series* -** allows selecting one of the options provided in the *Series* pull down menu located at the top of the *Chart Screen*. The selected series will define the chart legend.
   Note: Selection of a series for the chart report is optional.

3. ***Chart Types* -** allows defining the chart type. The following options are available:

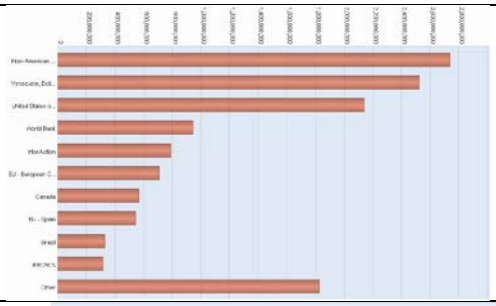
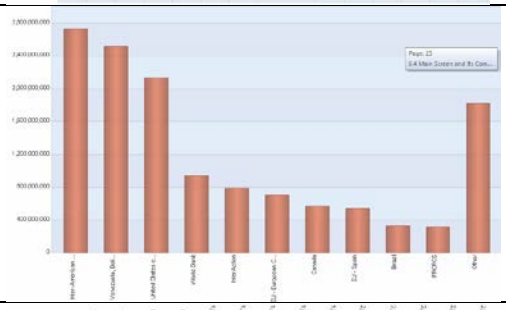
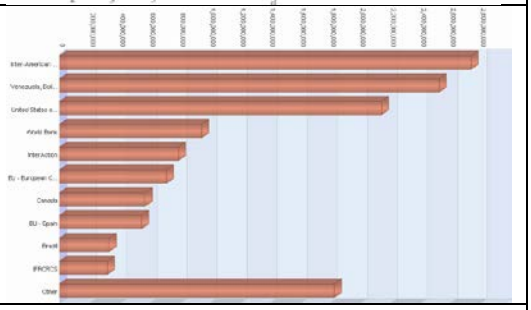
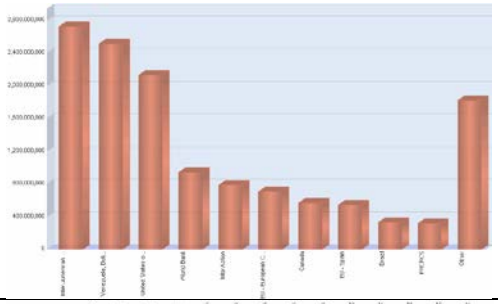
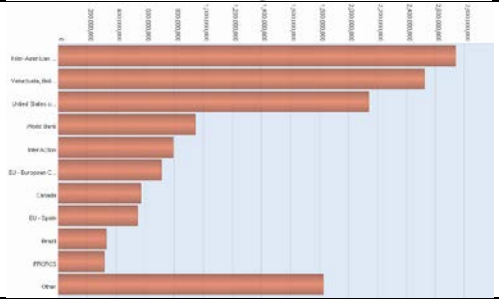
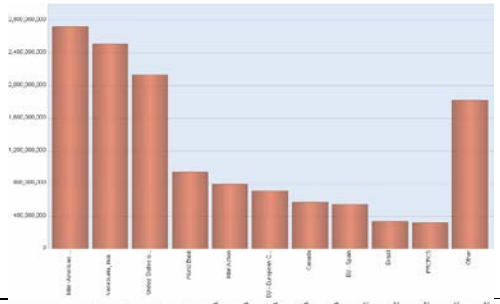
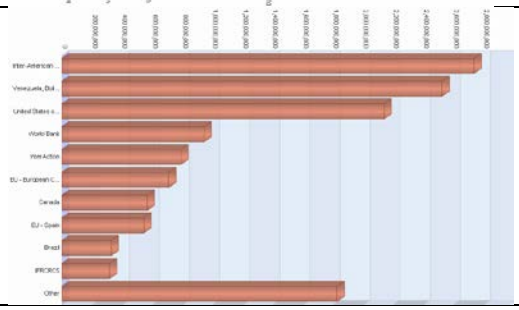
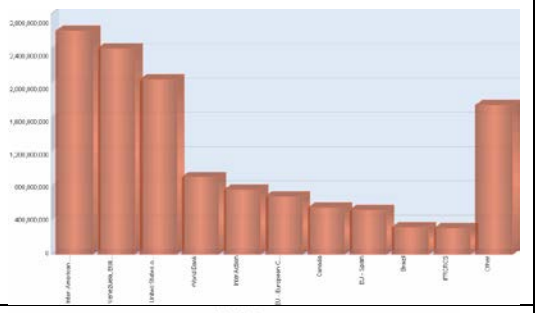
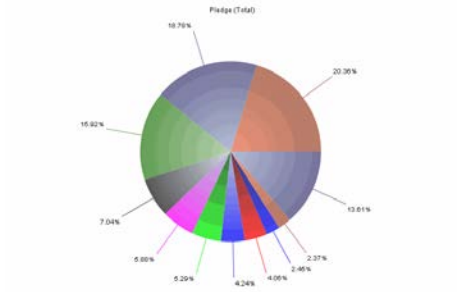
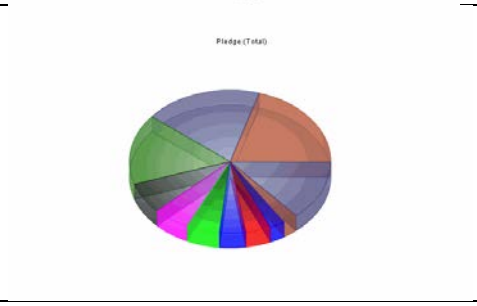
Chart Type	Example
1. Bar chart	
2. Column chart	
3. 3D Bar chart	
4. 3D Column chart	
5. Stacked Bar chart	

Chart Type	Example
6. Stacked Column chart	
7. Stacked 3D Bar chart	
8. Stacked 3D Column chart	
9. Pie chart	
10. 3D Pie chart	

4. ***Show Top <Number>*** **-** indicates the maximal number of category items to be displayed in the chart.

5. ***Show Top <Number> on Secondary Axis -*** indicates the maximal number of series items that should be displayed on the secondary axis in the chart. Becomes available only if a Series is selected.

6. ***Char Count -*** limits the number of characters to be used to display the category item names to the value set in this field.

7. ***Values -*** allows selecting a value from the list that will define the main chart criteria.

8. ***Update -*** loads the latest data from the database and displays them on the chart.

9. ***Workspace -*** the main working area in the *Chart* module where the chart designed is displayed.

8.4 View Screen and Its Components

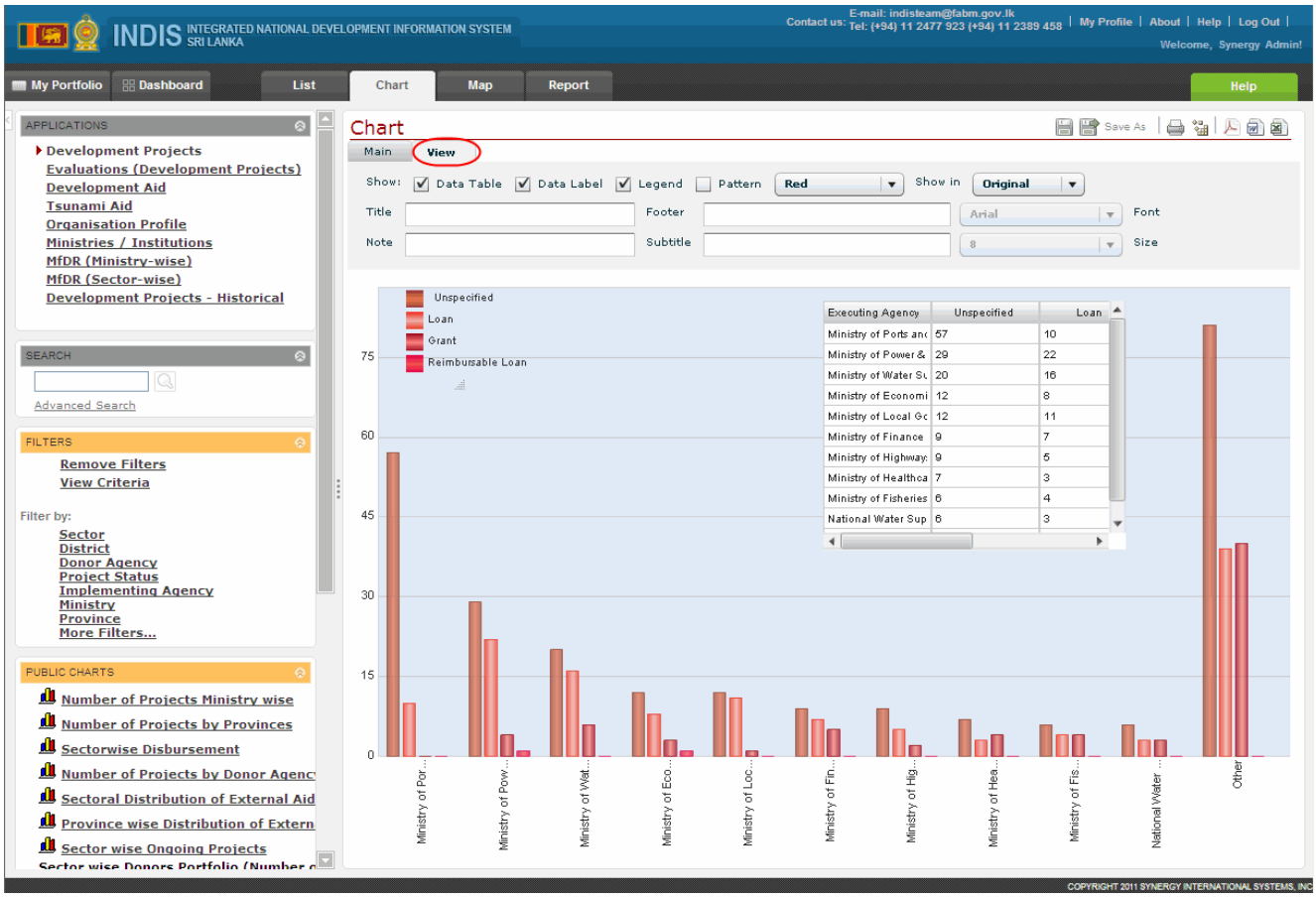


Figure 19: View Screen of the Chart Module

1. ***Show -*** allows selecting one or several of the following options:
   - ***Data Table -*** presents the information contained in the chart in a grid or matrix.
   - ***Data Label -*** shows the actual values of each chart cell.
   - ***Legend -*** explains the categories and data series displayed on the chart.
   - ***Pattern -*** allows choosing a pattern-filled chart for black and white printing.

- ***Coloring Option*** **-** allows defining whether the chart should be displayed in multiple colors or in one of the colors available.

2. ***Title*** **-** a text box to enter the chart report title.
3. ***Note*** **-** a text box to enter additional information about the chart report.
4. ***Footer*** **-** a text box to insert a portion of text that will appear in the bottom area of the chart report.
5. ***Subtitle*** **-** a text box to enter a subtitle for the chart report.
6. ***Font*** **-** allows selecting the font the chart report title/subtitle/footer/note will appear in.
7. ***Size*** **-** allows selecting the font size the chart report title/subtitle/footer/note will appear in.
8. ***Workspace*** **-** the main working area in the **Chart** module where the chart designed is displayed.

8.5 Sample Chart Report

If you have selected the “District” as a chart Category, ”Total Estimated Cost (USD)” as values to be shown on the chart, and click the **3D Pie Chart** button to specify the chart type in the *Main* window and activate the *Data Table* and *Data Label* options in the *View* window, the following chart report will appear (Figure 19):

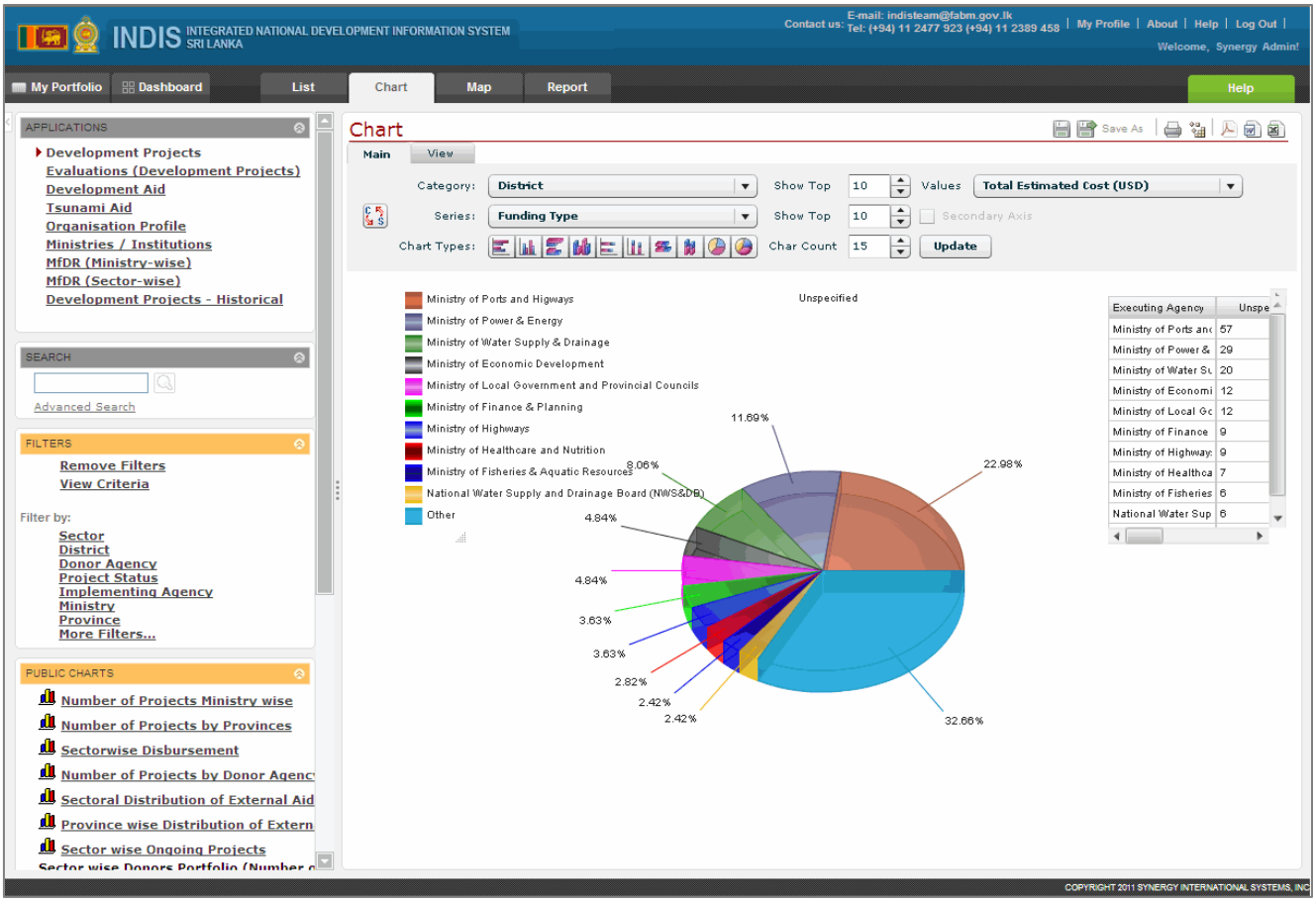


Figure 20: Example Chart Report

9. MAP MODULE

In the *Map* module (Figure 20) of *INDIS Sri Lanka*, you can make use of an advanced GIS tool for data visualization, mapping and analysis. This comprehensive, powerful, and easy-to-use tool is designed to meet the needs of donor agencies, government, NGOs and private foundations alike.

In this module, you can plot data directly on a map and then access that data through the map. You can also query, aggregate, disaggregate, filter, and edit data on a map, visually capture data at any desired level, from the most general to the most detailed, down to the village, road or construction site level.

Moreover, the GIS tool offers an impressive array of state-of-the-art, advanced GIS features, such as the ability to zoom freely; to select a point on a map and ask the system to display any category of data within a given radius ("buffer zone querying"); to enter GPS coordinates from a remote mobile device directly into the GIS ("geocoding"); to plot graphs (chart, bars, etc.) on a map; and to calculate distances.

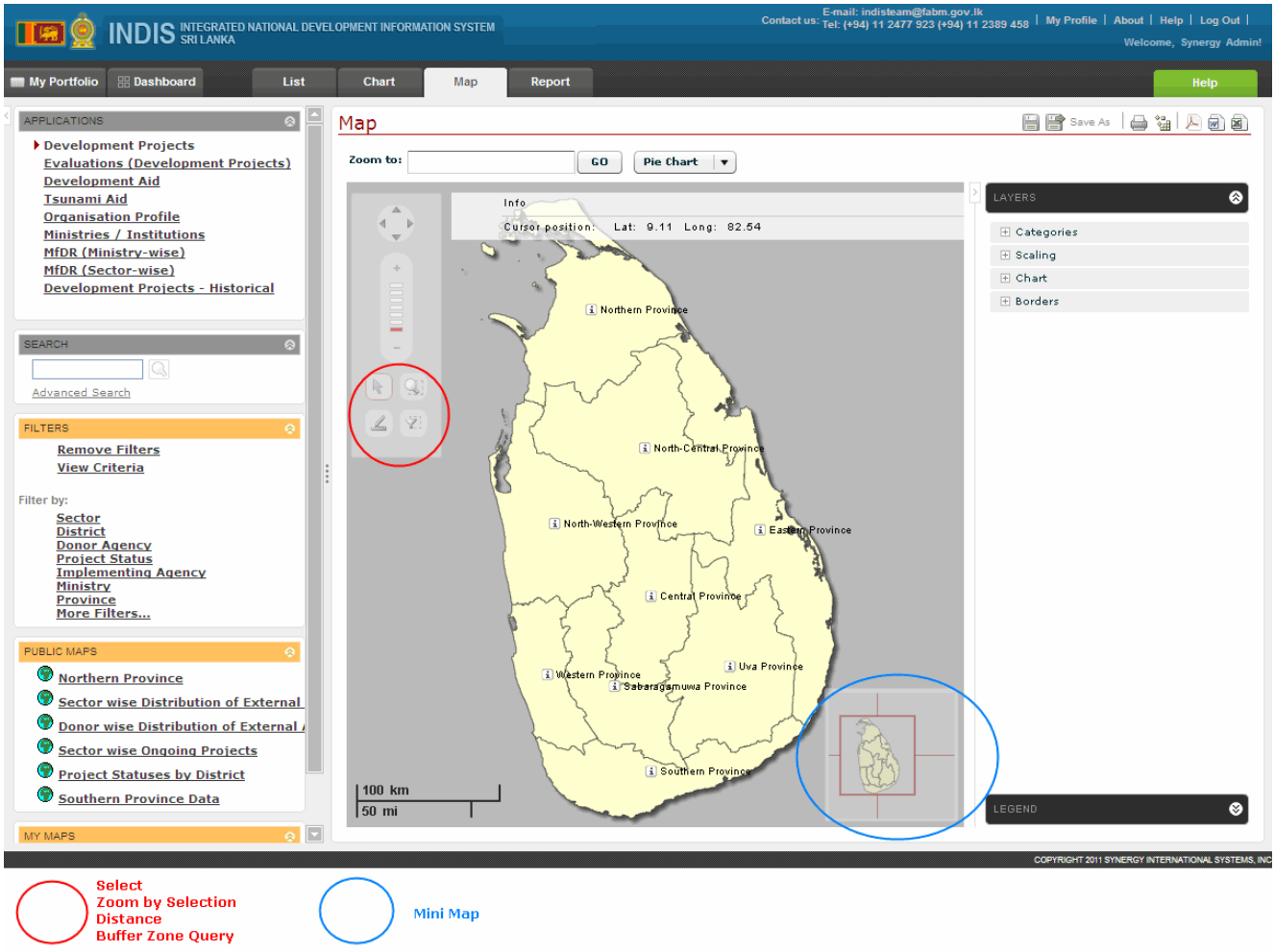


Figure 21: Map Module

9.1 Key Features of the GIS Tool

You can make use of the following key features of the GIS tool in *INDIS Sri Lanka*:

- ✓ Vector-based platform

- ✓ Multi-layer mapping
  - Dynamic number of administrative territorial units
  - Category or Indicator data
  - Static Data (Borders, Cities, Rivers, Roads, Construction Sites, etc.)
  - Names and Labels
  - Any other type of layer

- ✓ Data visualization features
  - Plotting Category or Indicator Data as icons/images/flags
  - Plotting data based on GPS coordinates
    Any layer which contains data associated to a precise GPS coordinate can be plotted on the map.
  - Coloring administrative territories based on dynamic scaling (e.g. level of certain pollution)
  - Plotting graphs on maps
  - Attaching photo images to GPS locations (or conditional locations)

- ✓ Reference features
  - Legend
    Dynamic legends are displayed depending on the selection of layer(s).
  - Tooltips
  - Details of an administrative territories
  - Details on plotted categories and indicators

- ✓ Navigation features
  - Free zoom-in/zoom-out
  - Mouse wheel-based zoom-in/zoom-out
  - Scaled zoom-in/zoom-out
  - Map Panning (mouse drag and buttons)
  - Mini Map Preview
    The preview displays a small window of the entire world or country and is used to quickly navigate to a desired location with one click without having to zoom out, find the new location and zoom in again.

- ✓ GIS specific features
  - Distance Measurement
  - Buffer Zone Querying
  - Geocoding

- ✓ Internationalization features
  - User interface multi-lingual capability
  - Map multi-lingual capability

- ✓ Export & Print
  - Export to PDF, Word, or Excel
  - Print

- ✓ Interoperability
  - Map retrieval via web services

9.2 Accessing the Map Module

As it has been stated above, the system provides for the opportunity to present data on the map of the country. In order to access the *Map* module of the system, click the **Map** tab. You will be navigated to the *Map* module where the map of the country is displayed.

In the *Map* module, you can choose to view different data sets displayed on the map, create and display reports, save them as pre-defined reports, arrange them in the desired way, print them, etc.

9.3 The Map Module Screen Components

The following figure describes some of the features available in the main screen of the *Map* module (Figure 21):

1. ***Zoom to panel:*** allows free zooming to the desired administrative unit (region or sub-region).

2. ***Chart type selector:*** allows defining whether the data should be presented in the form of a pie chart or a bar chart when plotting graphs on the map.

3. ***Navigation controls:*** a set of tools that provides with common navigation functions, such as panning and zooming.

4. ***Map:*** a map of the country.

5. ***Scale Bar:*** is used to work out the distances on the map. The distances are expressed both in the metric and English units of measure.

6. ***Mini Map:*** an overview map of the entire country displayed in a small window that is used to quickly navigate to a desired location with one click without having to zoom out, find the new location and zoom in again.

7. ***Layers Panel:*** provides a variety of data to choose to display on the map.

8. ***Legend Panel:*** explains the categories and data series displayed on the map.

9. ***Location information section:*** displays the name of the administrative unit when you select to it on the map.

10. ***Cursor position section:*** displays the geographic coordinates (expressed as latitude and longitude) for any point on the map.

9.4 Working in the Map Module

9.4.1 Zooming in / Zooming out

The GIS tool is equipped with advanced zooming capabilities and is used to enlarge or reduce the view of the map on the screen. The following zooming options are available:

- **Free zoom in / zoom out**

  This option allows you to easily explore the data through Intelligent Searching. You can enter any combination of letters in the *Zoom to* panel and select the administrative territory (region or sub-region) to navigate to from the list containing the search results (Figure 22). The selected item will be magnified and displayed in the main screen.

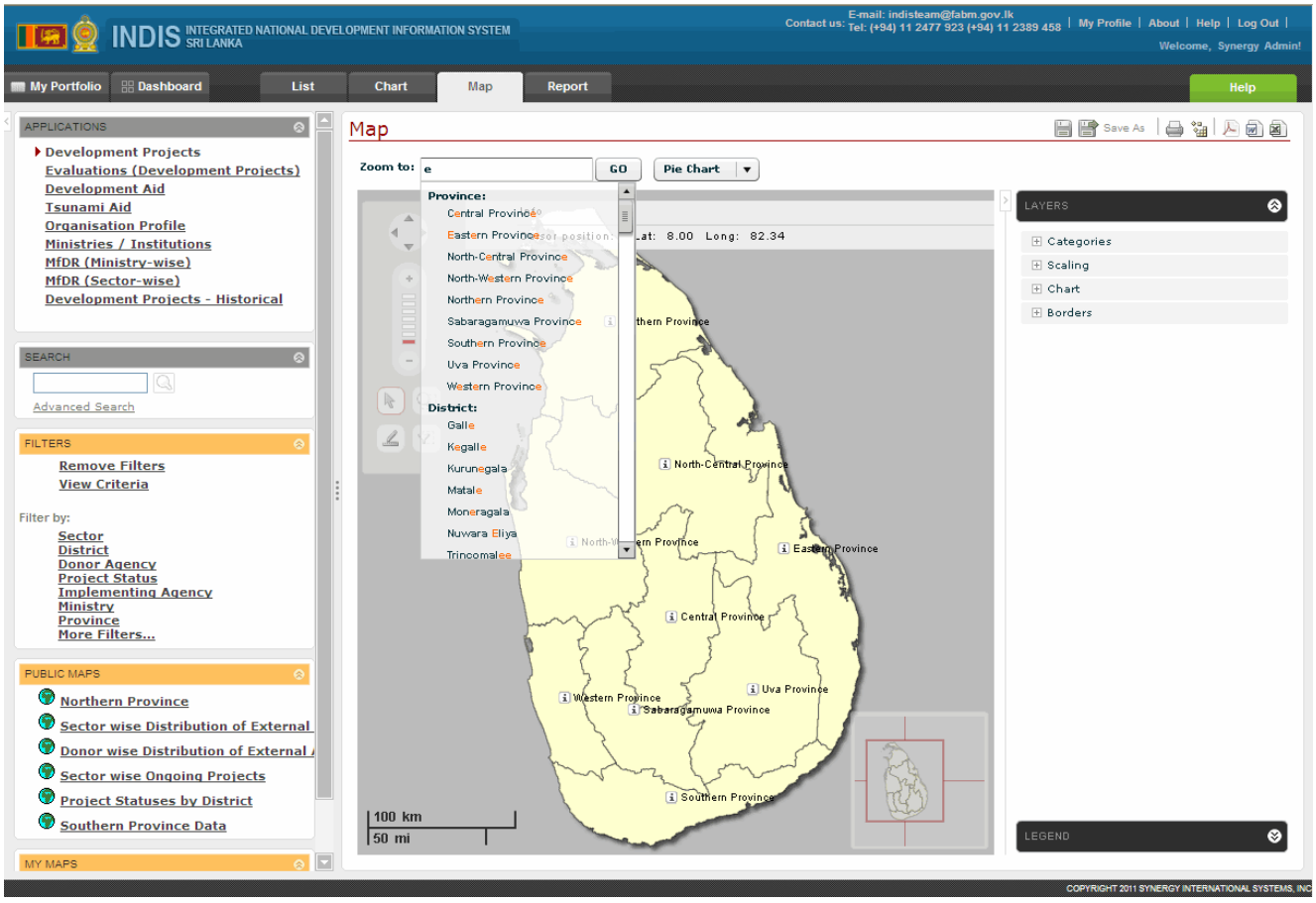


Figure 22: Intelligent Searching

- **Scaled zoom in / zoom out**

  This option allows zooming in / zooming out using the scale tool available in the Advanced GIS.

  This means that when changing the zoom scales by clicking either on or , you can magnify or reduce the viewport according to the scale value.

- **Mouse wheel-based zoom-in/zoom-out**

  This option supports mouse wheel-based zooming in / zooming out. In order to enlarge or reduce the viewport using the scroll wheel button of the mouse, click anywhere on the map and use the wheel button in the backward motion to zoom in and in the forward motion to zoom out.

- **Zoom by Selection**

  This option allows magnifying the original viewport or a portion of it using the mouse. To be able to enlarge an area on the map, activate the *Zoom by Selection* option by clicking the button, then click where you want to begin the selection, hold down the left mouse button and then drag the pointer over the area to magnify.

9.4.2 Measuring Distance

In the Map module, the user can measure the distance between two points on the map.

To do this, the user should click button, select the point on the map and drag the mouse to the second point to trace a path to measure (Figure 23). The measured distance will be expressed both in metric and English units of measure.

Note: Measuring is calculated using the latitude and longitude coordinates from point to point and does not consider elevation.

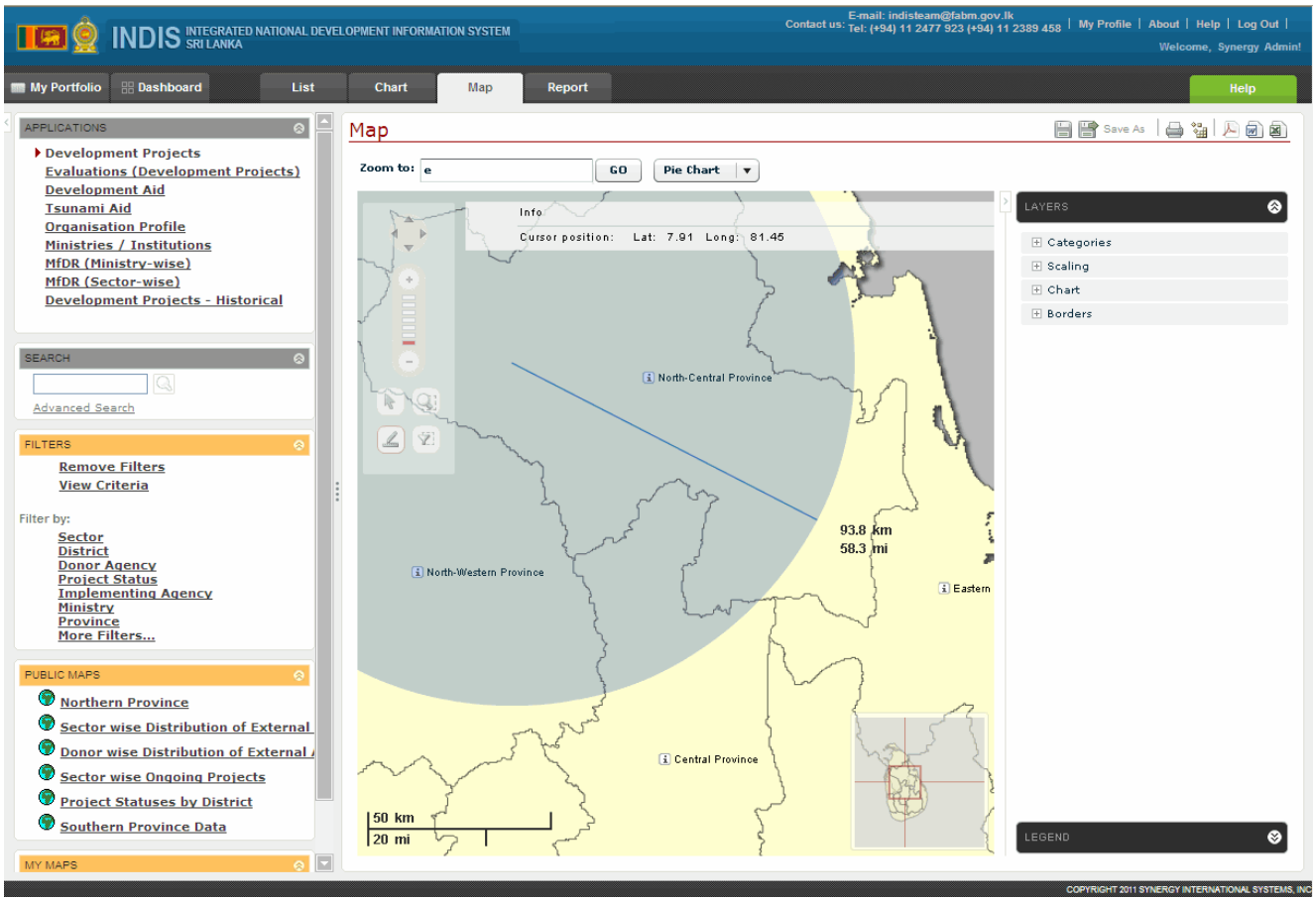


Figure 23: Measuring Distance

9.4.3 Buffer Zone Querying

This feature in the Advanced GIS tool is used to select a point on a map and display any type of data within a given radius. In addition, the tool is easily navigable through a Mini Map, Navigation Bar and Intelligent Search Tools.

To be able to create a buffer zone to view data for, select the button, and then click where you want to begin the selection, hold down the left mouse button and then drag the pointer over the area to view data for. The selected area will be activated while the rest of the screen will be disabled (Figure 24).

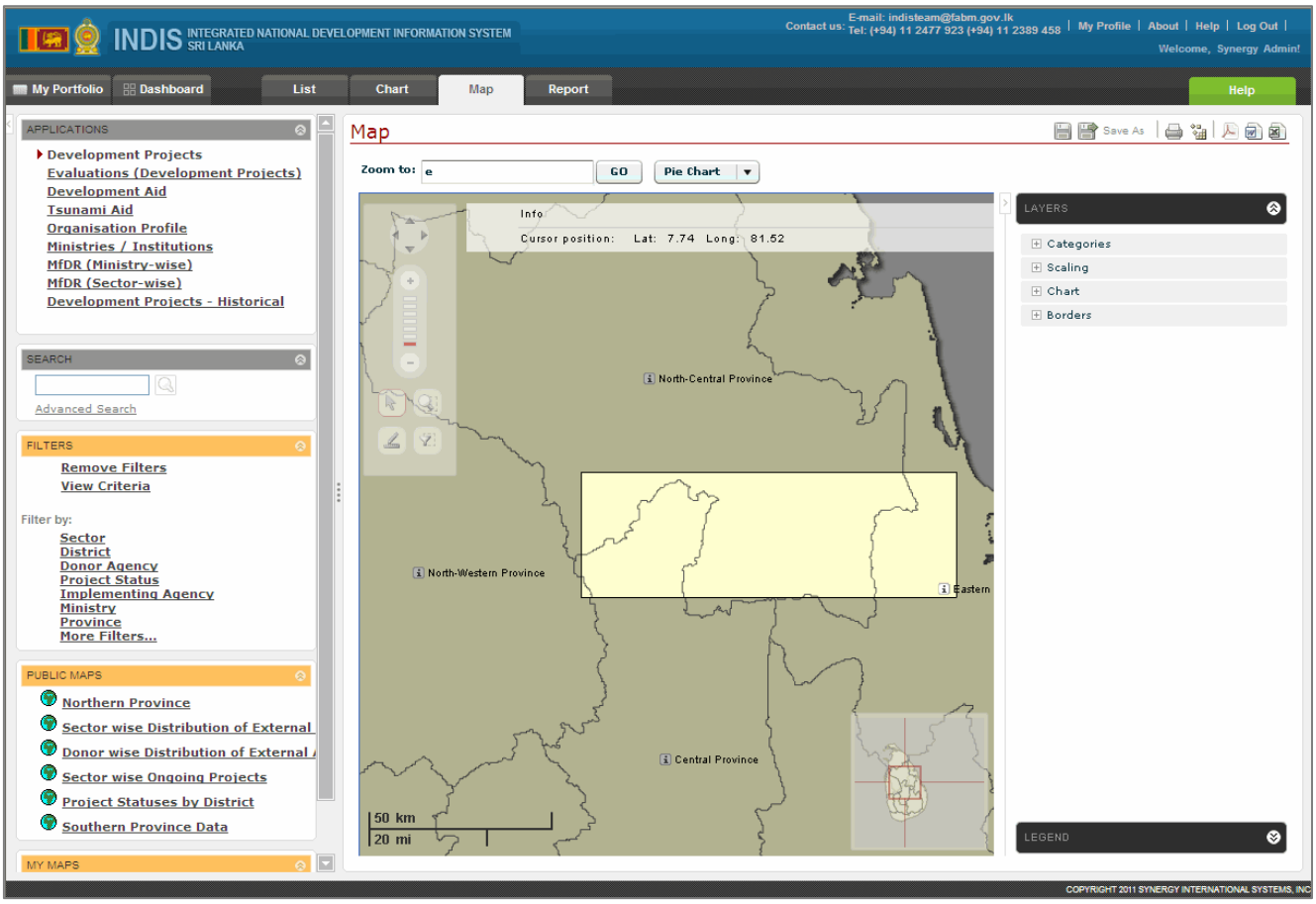


Figure 24: Buffer Zone Querying

9.4.4 Using Layers

The Layers feature in the **Map** module provides a variety of data that you can select to display over the viewing area. Use the Layers feature to display the following information:

- Display categories;
- Choose to view data on a scaling map;
- Plot data in the form of different graphs (pie chart or bar chart)
- Display map features such as region or sub-region borders.

The following layers can be applied in *INDIS Sri Lanka*:

1. **Categories**
   This option is used to plot category data on the map and to view them in the form of different icons / images. To enable this option, expand the *Category* section and selecting the category(ies) listed.
   Note: When pointing the mouse cursor on a respective icon / image on the map, the details for the selected category are displayed.

2. **Scaling**
   This option is used to view the data on a scaling map. This means that the selected data series will not be displayed in the form of graphs, but the administrative territories will be

colored according to the selected scaling category instead. The scaling legend at the bottom left side of the map will prompt you on the coloring pattern used.
To enable this option, you should expand the *Scaling* section in the Layers panel and select one of the possible alternatives listed.

3. Chart

This option is used to plot different data series on a map and view them in the form of different graphs, such as pie charts or bar charts. You can turn on this option by expanding the *Chart* section in the Layers panel and selecting the chart category(-ies) to be displayed on the map. By default, the selected category(-ies) will appear in the form of a bar chart. However, you can choose the view the data in the form of a pie chart by selecting the appropriate option from the Chart Type drop-down (Figure 25).

Note: When pointing the mouse cursor on any of the chart constituents, you can view the data that stands behind it, as well as the details on plotted chart categories when clicking the ℹ button.

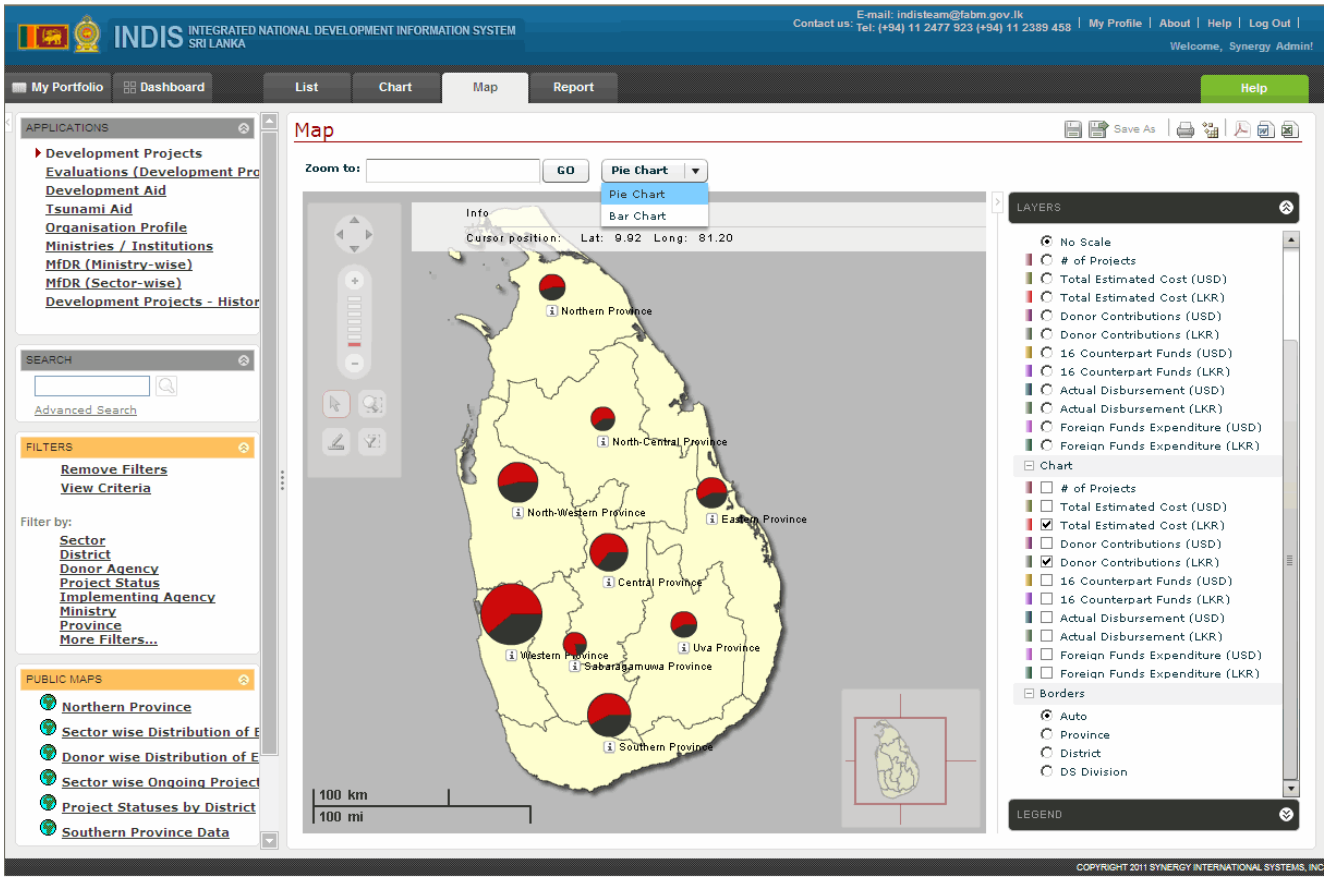


Figure 25: Selecting Chart Type

4. Borders

You can turn on border information by expanding the *Borders* section in the Layers panel and selecting one of the following options:

- ***Auto*** **-** displays border information for all territorial units when the zoom in is selected. For example, if you zoom in to sub-region level, then the border information for both regions and sub-regions will be displayed on the map.
- ***Region*** **-** displays the border information for all regions.

- ***Sub-region*** **-** displays the border information for all available sub-regions.

9.4.5 Viewing Legend

To explain the data series or categories on the map, the legend is used to identify the patters or colors that are assigned to the selected categories (Figure 26). It is worth mentioning that each data series or category is represented by a unique pattern or color in the map legend, which is displayed in the following ways:

- In the Legend section when you have selected a category to be applied to the map.
- At the bottom left side of the map when you have selected to view data on the scaling map.

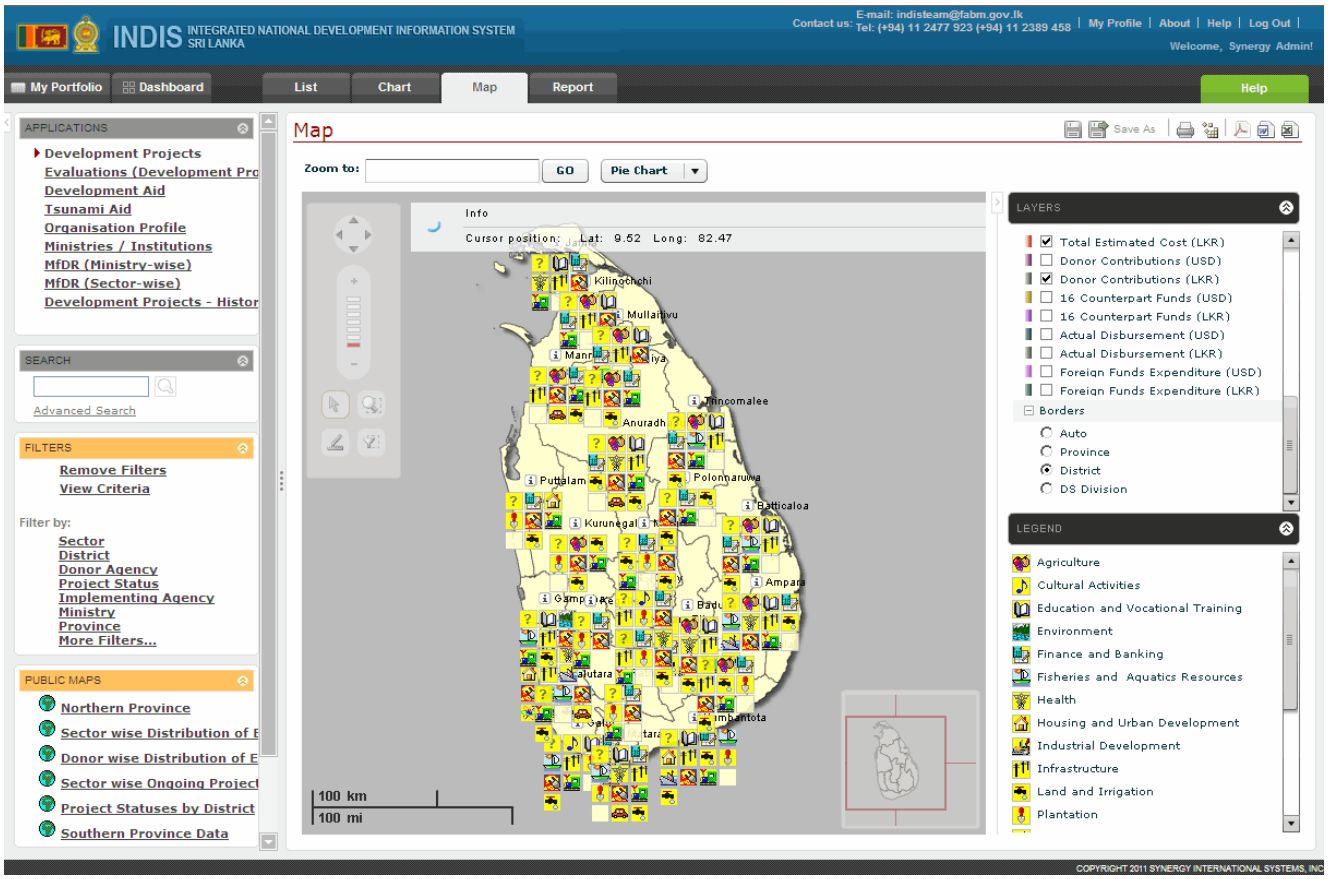


Figure 26: Viewing Chart Legend

9.4.6 Using Mini Map

The Mini Map window feature displays an additional view of the country map with a position indicator that corresponds to the current view inside the main screen (Figure 27). One of the main features of the **Mini Map** is that while the Mini Map window responds to position adjustments in the main screen, you can also interact directly with it. Double-clicking any area within the window or dragging the position cursor to the desired place will adjust position both in the Mini Map and in the main screen to the point in the Mini Map window that the user selects.

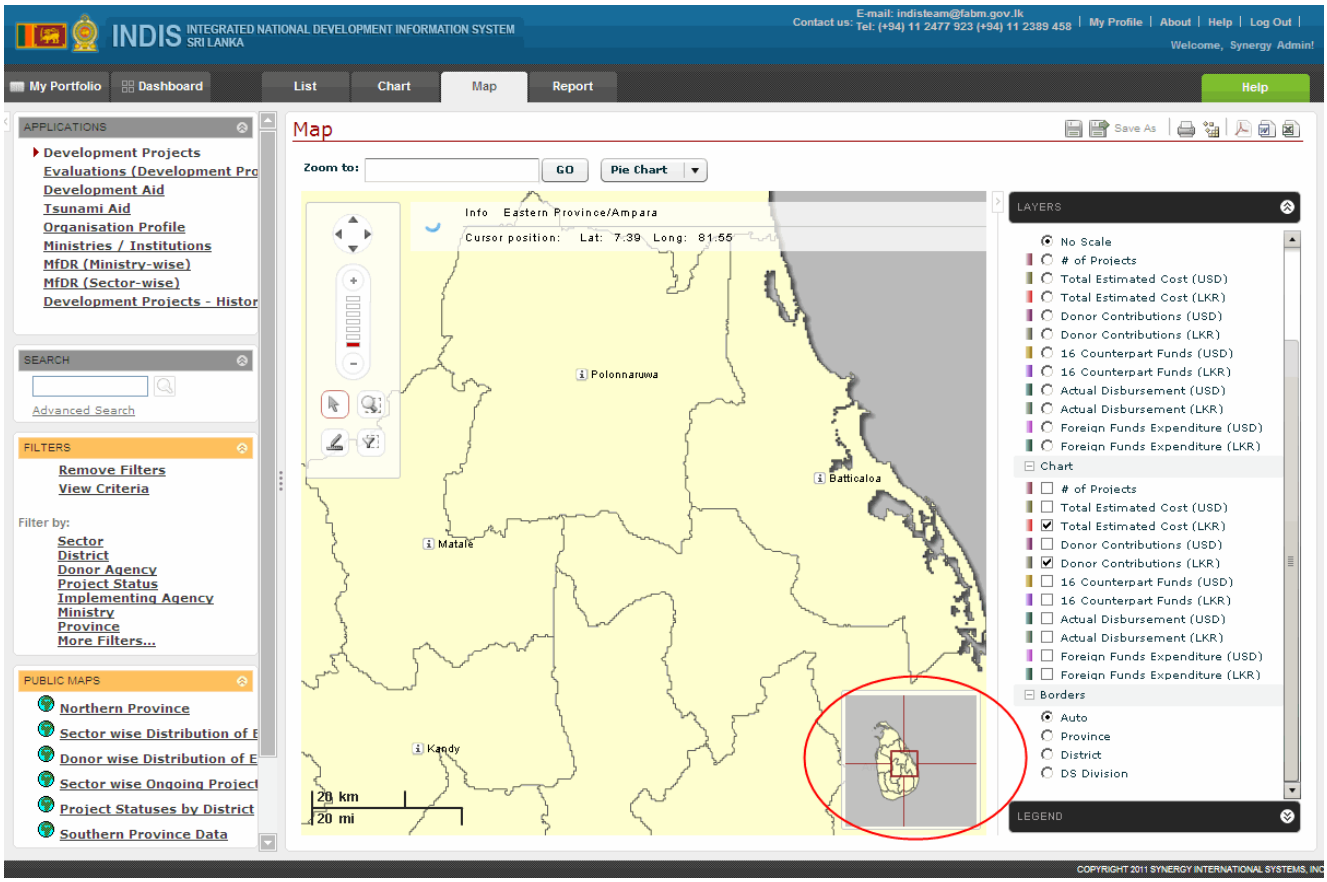


Figure 27: Using Mini Map

9.4.7 Viewing the Data Displayed on the Map

The Advanced GIS tool provides is used to view the data referring to definite territorial units – regions and/or sub-regions when zoomed in to this level. In order to access the data for a specific territorial unit, point the mouse cursor on the ℹ button (Figure 28). The information that is displayed in the information window includes but is not limited to committed (USD), disbursed (USD), expended (USD, etc. If you have plotted any chart category on the map, the chart category details appear in the information window as well.

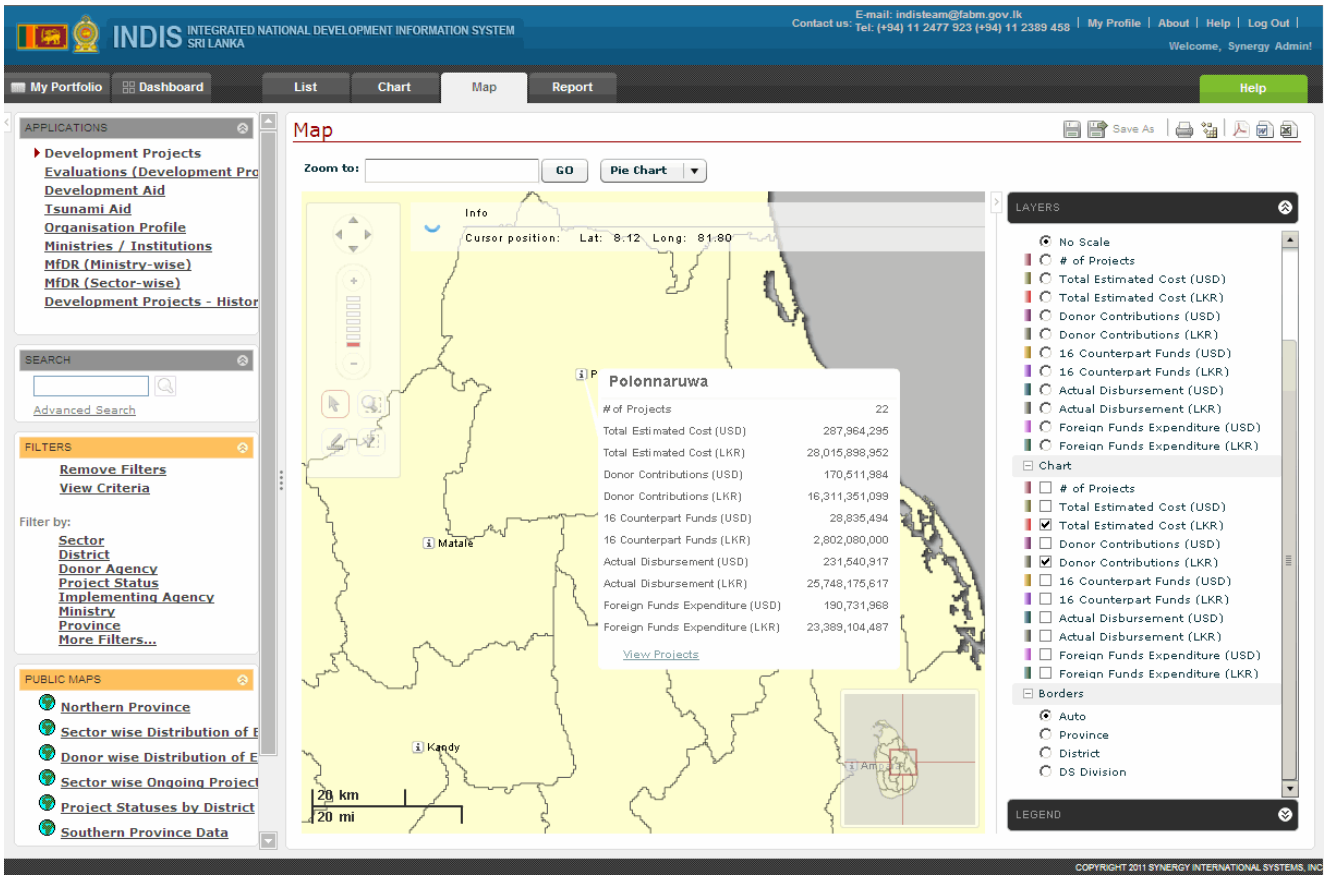


Figure 28: Viewing the Data Displayed on the Map

10. REPORT MODULE

In the *Report* module (Figure 29) of *INDIS Sri Lanka*, you can create and execute ad-hoc queries on projects data, and acquire results in the form of different reports.

10.1 Accessing the Report Module

As it has been stated above, the system provides for the opportunity to create different sorts of list reports. In order to access the *Report* module of the system, click the **Report** tab. The Report Designer will open (Figure 29). In this module, you can create list report, save them as pre-defined reports, arrange them in the desired way, print them, etc.

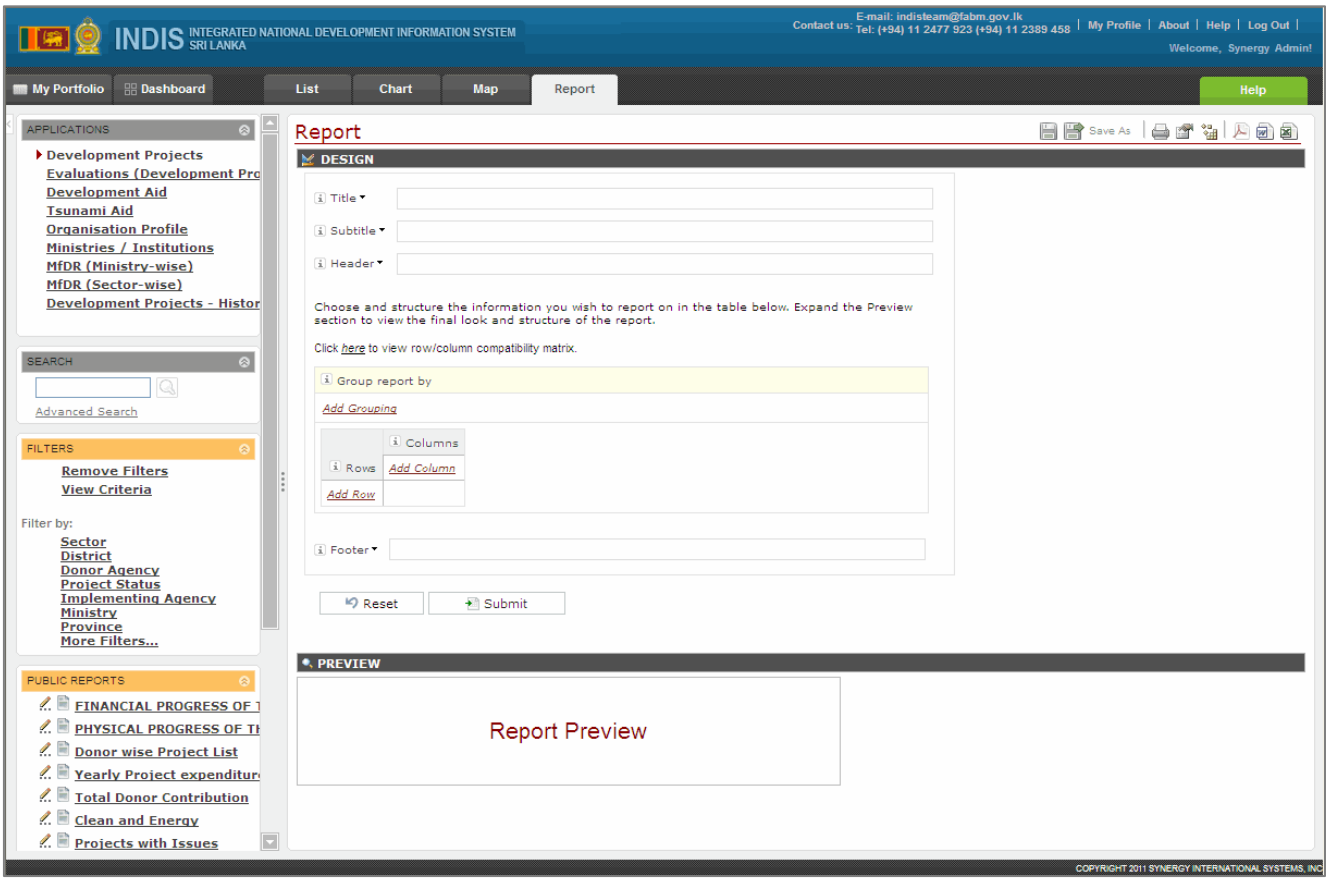


Figure 29: INDIS Sri Lanka Report Module

10.2 Instructions for Creating a Report

In order to create a report, i.e. to structure the report table and choose what information should appear in the rows and columns of the table, add report components, which are:

- Text entries – title, subtitle, header, and footer. For these fields, the expected input is a free text.
- Report grouping - allows grouping data according to a specific category. Grouped data appear in different tables. Each table contains data that fall under one group of the category specified.
- Rows - group data within the report table.

- Columns - show details specific to each table row.
- Sub-columns - divide the row details displayed under each column.

In order to add report components, follow the steps described below. They provide instructions on how to compose and submit queries.

1. Type the text that should appear as the report title in the 'Title' text box.
2. Enter a "Subtitle", "Header", and 'Footer' if needed.
3. In the "Group Report by" section, specify the category, which will be used to group data into different tables. To add a report grouping, click the **Add Grouping** link in the "Group Report by" section and select the appropriate category from the menu that appears (Figure 30).
   Note: The report will be divided into as many tables as there are table groupings selected.
4. Select table rows by clicking on the **Add Row** link and selecting the appropriate item from the menu that appears. Please note that it is possible to select one row at a time from the list of available rows.
5. Select table columns by clicking on the **Add Column** link and selecting the appropriate item from the menu that appears. Please note that it is possible to select one column at a time from the list of available columns.
   Note: Once you have selected a report column, an **Add Sub-column** link becomes available under the selected column. It allows indicating how the row details displayed under each column will be divided.

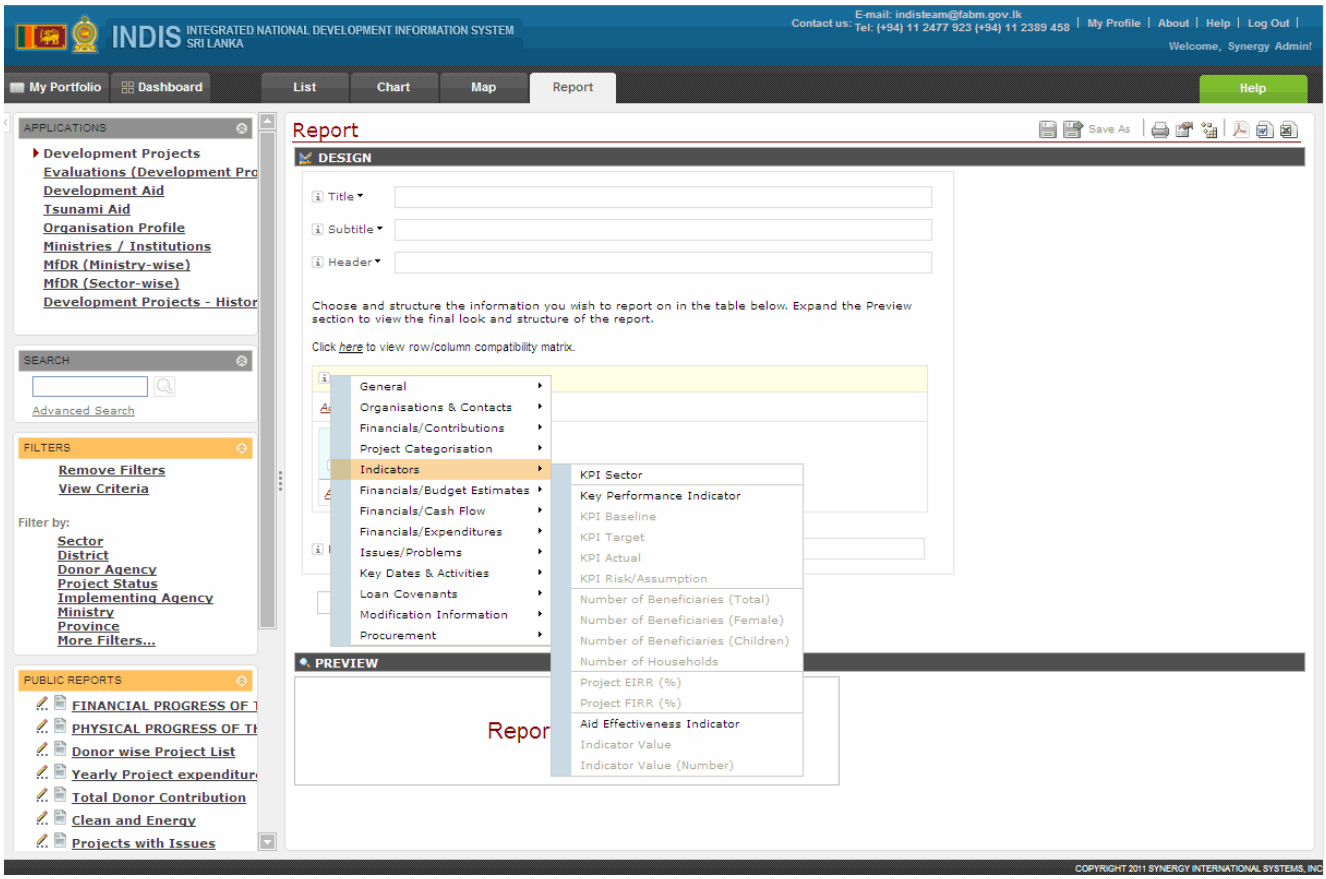


Figure 30: Selecting a Grouping for a Report

Note: At any point it is possible to remove all components selected for the report and design a new report from scratch by clicking on the **Reset** button located at the left bottom of the *Report Designer*.

10.3 Previewing a Report

At any time during the process of creating a report, you can refer to the *Preview* section at the bottom of the page, in order to view the final structure of the report (Figure 31). However, the *Preview* will not be ready for viewing unless there is at least one table row defined.

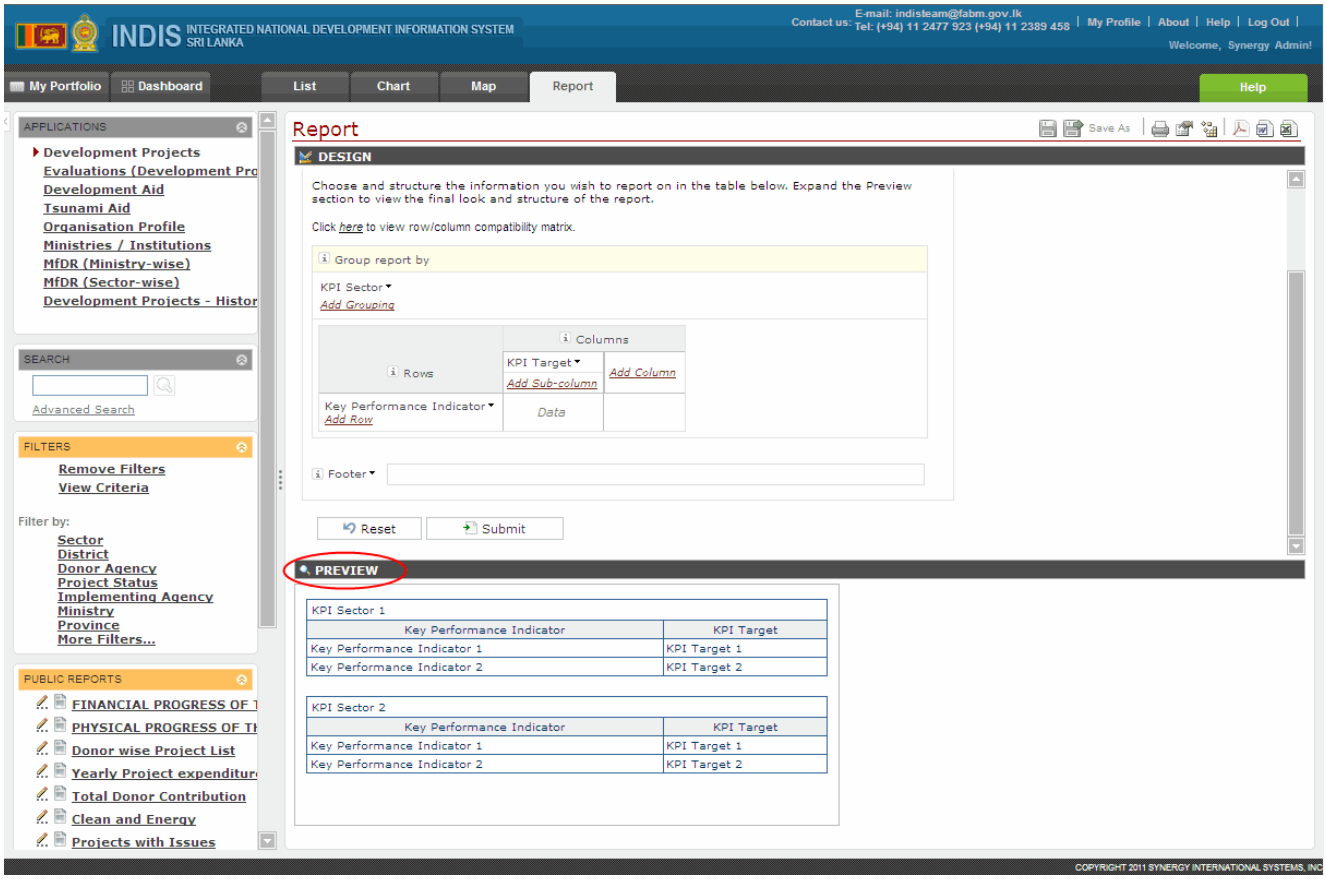


Figure 31: Previewing the Report

Once done with adding report components and structuring the report table structure, you can expand the *Preview* section to check whether the report created clearly communicates the information that needed to be gathered for analysis.

10.4 Generating a Report

The final step in the process of creating a report is report generation. Once you click the **Submit** button, a request will be submitted to the Reporting Engine to access the database, gather the required data and present it in the needed way. The Report containing all the real data appears in a new window.

10.5 Sample Report

If you have indicated the “Project” as the row grouping and the “Project Title”, “Project Start Date”, and “Project End Date” as columns, you will have the following result (Figure 32):

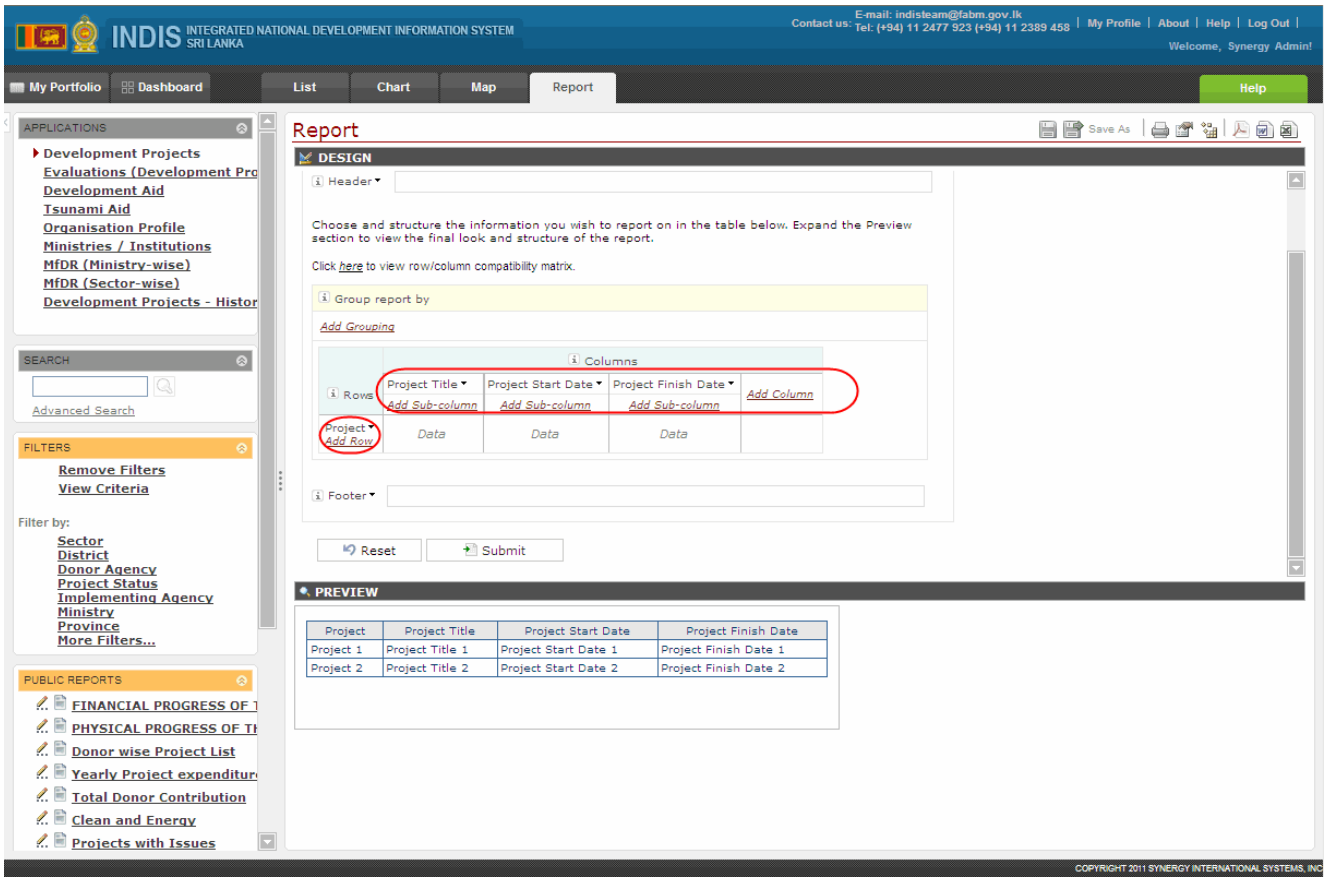


Figure 32: Sample Report

10.6 Customizing Reports

You can customize the reports by assigning font characteristics to report components, re-ordering rows and columns, etc. The sections below will describe what steps to customize the reports.

10.6.1 Formatting / Styling Report Components

The user may format/style the text entries as well as main report table captions and values by assigning to them value characteristics such as font, font size, font color, background color, alignment (i.e. left, center, or right), etc.

In order to format/style a report component, follow the steps described below:

1. Click the report component that needs to be formatted / styled.
2. Select the *Properties* option from the actions list that appears. The *Properties* window will appear. Please note that for text entries the *Properties* window includes text formatting buttons and a text area (Figure 33). For other report components, like rows, columns, etc., the *Properties* window also allows assigning additional characteristics, e.g. sorting order, reference text, etc. (Figure 34).

3. Change the properties as needed.
   Note: To prevent from navigating away from the section every time that you need to change the properties of a different report table component, the *Properties* window allows selecting the next item to be modified. To do it, the appropriate instance should be selected from the *Items* drop-down list in the *Properties* window. The list contains the previously selected report table components.
4. Click the **Apply** button for the changes to take effect. Clicking the **OK** button will close the window and navigate you to the **Report** module.

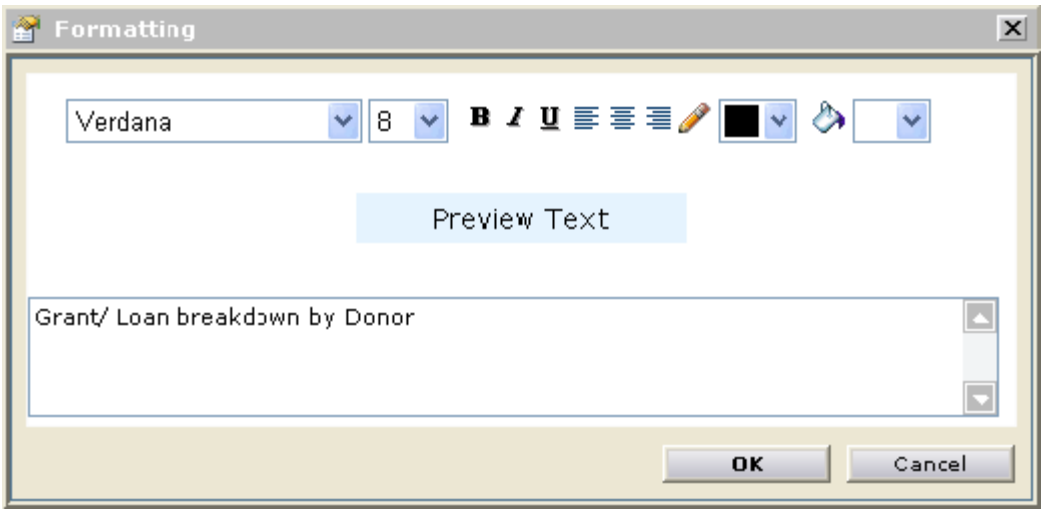


Figure 33: Formatting/Styling Text Entries

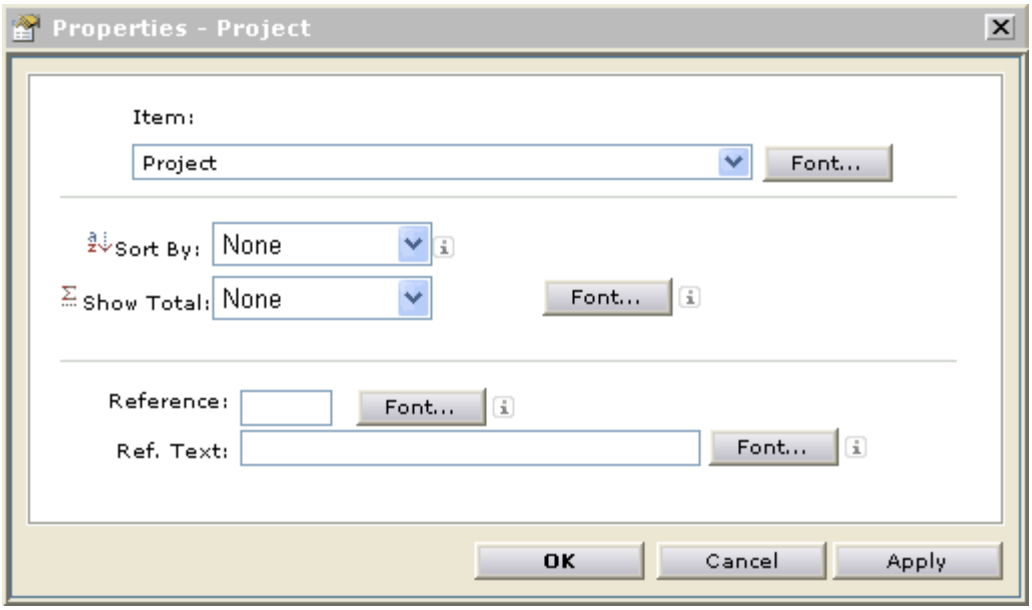


Figure 34: Assigning Properties to Report Table Components

10.6.2 Re-ordering Report Table Components

This option is used to establish and modify the order of the report table components, like rows, columns, etc. In order to re-order report table components, follow the steps described below:

1. Click the component item that needs to be reordered in the report.
2. Select the respective ***Move up / Move down / Move Right / Move Left*** option from the menu that appears (Figure 35). The report generated will maintain the order of the items that was displayed in the *Report Designer*.

Figure 35: Reordering Report Table Components

Note: In the event any of these actions is not possible, the respective option will be disabled in the menu. Actions menu may vary according to the selected component.

10.6.3 Sorting Report Table Components

You may change the order in which the table components will appear in the final report. The report table components can be sorted either in an *Ascending* (A-Z) or a *Descending (Z-A)* order. In order to alphabetically sort the report table components, follow the steps described below:

1. Click the component item for which the sorting order needs to be changed.
2. Select the *Sorting Order* option from the actions list (Figure 36).
3. Define whether the report item values should be sorted in the ascending or descending order. Please note that selecting the *None* option from the list removes the sorting criteria.

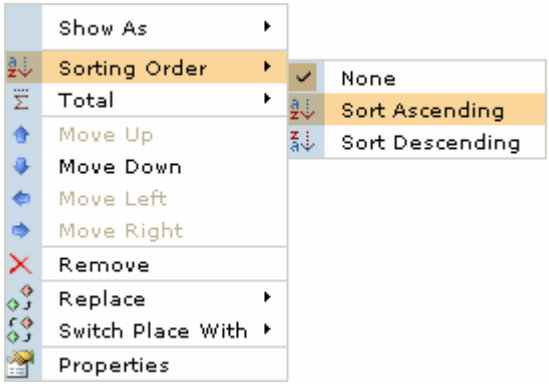


Figure 36: Sorting Report Table Components

Note: The sorting order for the report components can also be defined from within the *Properties* window.

10.6.4 Displaying Totals in a Report

You may choose to display totals for report table components. These totals can be placed before or after detailed data. In order to define whether the totals should be displayed in the report and where they should be placed, follow the steps described below:

1. Click the component item for which totals need to be added.
2. Select the ***Total*** option from the actions list that appears (Figure 37).
3. Define whether the totals should be displayed before or after detailed data in the final report.
   Note: Selecting the ***None*** option from the list will not display the totals.

Note: Alternatively, you can define whether totals should be displayed in the report and where to place them from within the ***Properties*** window.

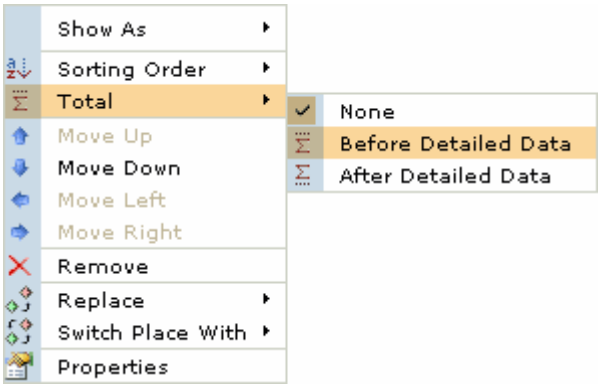


Figure 37: Displaying Totals in a Report

10.6.5 Removing a Report Table Component

It is possible to remove a report table component from being included in the report, if this is necessary. In order to remove a report table component, follow the steps described below:

1. Click the component item that needs to be removed.
2. Select the *Remove* option from the menu that appears. The selected grouping value will be removed.

10.6.6 Switching Report Table Components

The report table components may be switched between report grouping, rows and columns. In the event there are sub-columns selected, switching between table groupings / rows and columns is disabled. It is possible to switch between table groupings / rows and sub-columns.

In order to switch report table components, follow the steps described below:

1. Click the component item that needs to be switched.
2. Select the ***Switch Place with*** option from the menu that appears (Figure 38).

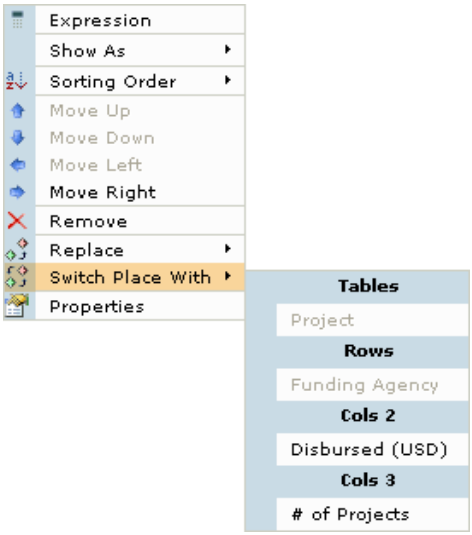


Figure 38: Switching Report Table Components

3. Define what component item the selected instance needs to switch place with. The selected component item will be removed from its current position and added as an item to the specified component. For instance, if you have selected to switch between table grouping and row, the selected table grouping item will be removed from table grouping and added as the row item, while the row item will “trade” places with the table grouping item.

11. DETAILS SECTION

INDIS Sri Lanka application has a built-in *Details* section, where you can view detailed project information, e.g. project financial information, the sector(s) of economy it supports, the project location, etc.

The *Details* section can be accessed from the List, Chart, Map and My Portfolio modules. In the *Details* section, you view detailed project information, browse among other projects listed under the same parent item, print project details, etc. Moreover, you can also modify an existing one. **Please note** that for modifying an existing project, special user permissions are required.

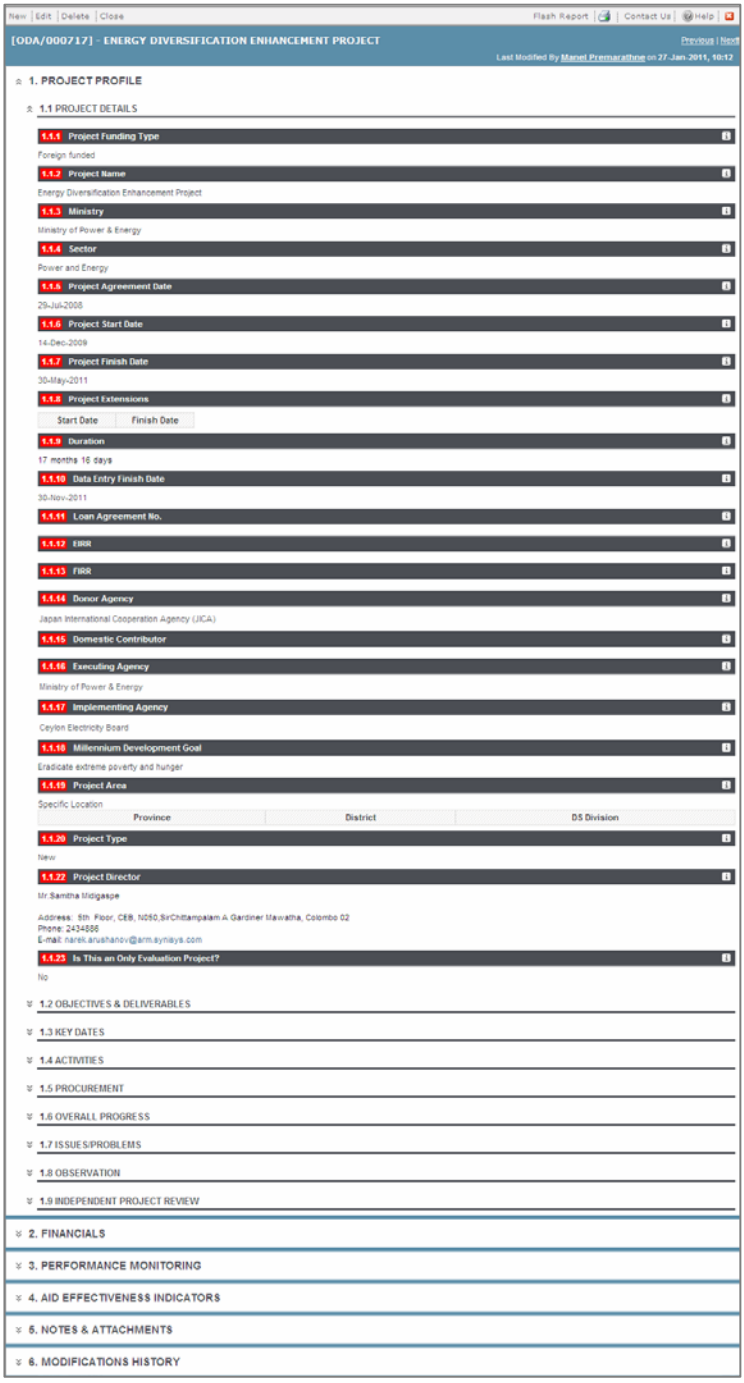


Figure 39: Details Section

11.1 Accessing the Details Section

In order to access the *Details* section, follow the steps below:

1. Access the *Details* section by clicking on the one of the following:
   - In the *My Portfolio* module: Click the respective project name. You will be directed to the **Details** section of the application (Figure 39).
   - In the *List module*: Click the project for the details to be displayed. This will open the *Details* section of the application where more detailed information about the project will be displayed.
     Note: Depending on the list representation settings, additional expanding the list items may be required to reach the project.
   - In the *Chart* module: Click the chart for the details to be displayed (e.g., click on a relevant bar to see what it consists of). This will open the *Details* section of the application where all items matching the selection will be listed. The first item in the list will be displayed in an expanded mode.
   - In the *Map* module: Point the mouse cursor on the object on the map. The project information window will appear. In order to access the project details section select the **View Projects** link. This will open the *Details* section. The first item in the list will be displayed in an expanded mode.
     Note: You can also choose to view the detailed information on all the projects that are in progress in the given territorial unit by pointing the mouse cursor on the button.

2. Take the necessary actions (review the provided information, update and improve as needed). You may also want to print the project details, see Printing the Project Details. The **Close** button is used to return to the main screen.

11.2 Browsing among Projects

In the *Details* section, you can browse among the projects listed under the same parent item (e.g. developing partner agency, sector, etc.). In order to browse among the projects, click the relevant **Previous** or **Next** buttons found above the *Details* screen.

Note: In the *Chart* and *Map* modules, you can also scroll down to the bottom of the page, find the appropriate project in the list presented and click it for the details to be displayed.

11.3 Printing the Project Details

In the *Details* section, you can print out the details of the selected project. In order to print out the selected project details, follow the steps described below:

1. Click the **(Print)** button in the top toolbar. A separate window will open.
2. Select the *Print* option.

11.4 Editing an Existing Project

In order to edit existing projects, follow the steps below:

1. Click the **Edit** button at the top of the *Details* window. The data input window appears which is described in the corresponding application's user manual, see REFERENCES.
2. Make the appropriate changes in the input window and save.

12. CUSTOMISED REPORTING

INDIS Sri Lanka is used to customize the already-created reports in the List, Chart, Map, and Reports modules, i.e. to define the way the numeric values can be displayed, their format, the number of the items to be displayed, etc. You may re-organise the reports in the desired way: include it into a group of reports or create a new report group for it, rename the report, etc. You may also export the reports to the desired format (Word, Excel, etc.) or print them out.

12.1 Setting Report Options

In the *List and Report* modules, you can set the report options, i.e. define whether the numeric values should be displayed in thousands, millions, etc.

In order to set the report options, follow the steps described below:

1. Click the **(Set Options)** button in the top toolbars. An *Options* window (Figure 40) will appear.
2. Define the format in which the numeric values should be displayed, i.e. whether the original values should be displayed or they should be shown in thousands, millions, etc. This prevents large numeric values represented by many zeros from taking a lot of space in the report.
3. For charts, indicate the number of items to be displayed on the chart by selecting the appropriate value from the relevant pull-down list.

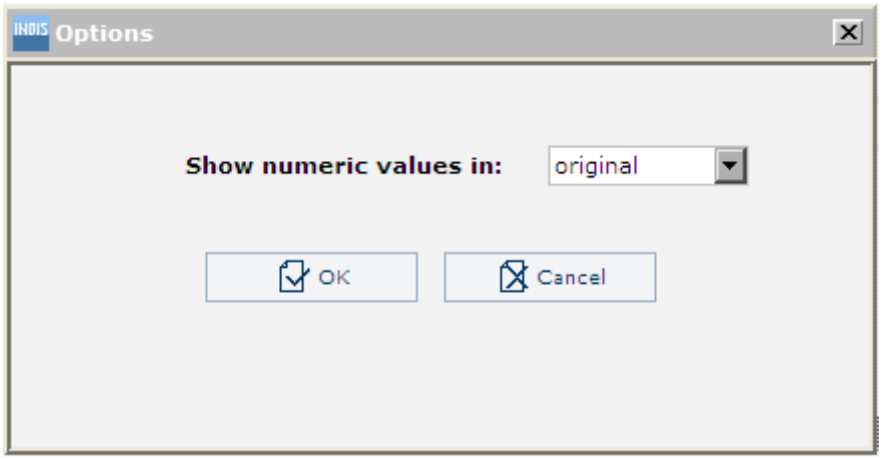


Figure 40: Setting the Chart Report Options

4. After finishing, click the **OK** button for the changes to take effect. Or, click the **Cancel** button to discard the changes made.

12.2 Saving Reports

After creating reports of different types, you can memorize them as pre-defined reports and include them either in the *Public Reports* group and make them available for all users who have got access to the application or in the *My Reports* group which is available only to the current user.

It should also be mentioned that there are two ways of saving a report in *INDIS Sri Lanka*. You can save a newly created report, or you can save a copy of an existing report with a different name, in a different location, or with a different content.

12.3 How to Save New Reports

From the *List*, *Chart*, *Map,* and *Report* modules, you can design an appropriate report and save it. In order to save the report created, follow the steps described below:

1. Click the **(Save)** button on the top right side of the screen. A *Memorize Report* window (Figure 41) will appear.
2. Define the report name in the *Memorized Name* field.

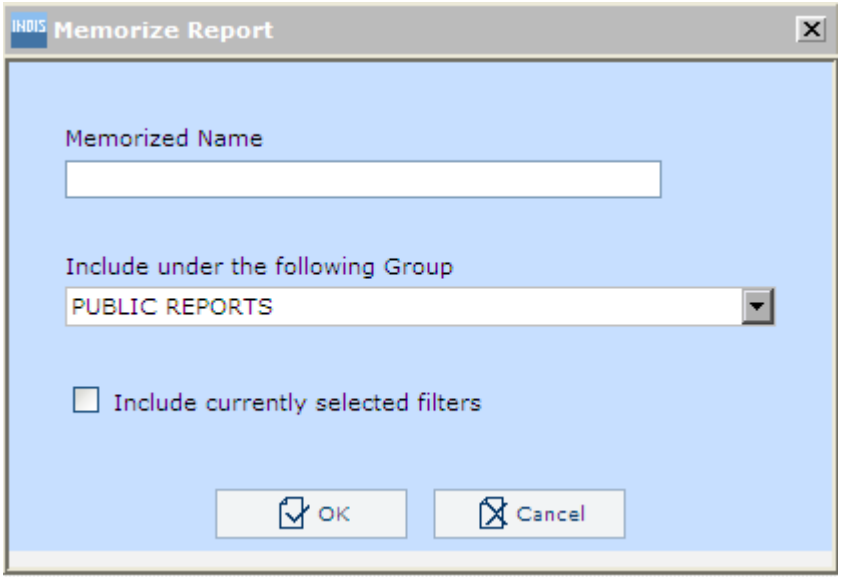


Figure 41: Memorizing a Report

3. Specify the group the report will be included in by selecting the appropriate value from the *Include under the Following Group* combo box.
4. Check the *Include currently selected filters* checkbox to save filtering defined along with the report.
5. Click the **OK** button to save the report for future reference or click **Cancel** to discard the changes made.

12.4 How to Save a Copy of the Report

In *INDIS Sri Lanka*, you can save a copy of an existing report. The copy of the report can be saved in a different location, with a different name or edited content.

In order to save a copy of a report, follow the steps described below:

1. Click the Save As button on the top right side of the screen. A *Memorize Report* window (Figure 42) will appear.
2. Save the report by the steps described in the section above.

12.5 Re-organizing Reports

You can organise the reports in the desired way, i.e. rename the reports, create groups to include reports under, etc.

From the *List*, *Chart, Map*, and *Report* modules, you can design appropriate reports and organize them in the preferred way. In order to organize the reports, follow the steps below:

1. Click on the respective **(Organise Views / Charts / Maps / Reports)** button at the top right side of the Screen. An *Organise Reports* window (Figure 45) will appear. You may perform the following actions:

    - Renaming Reports and Report Groups
    - Deleting Reports or Report Groups
    - Adding a Sub-group
    - Re-ordering Reports and Groups
    - Setting a Report as Default

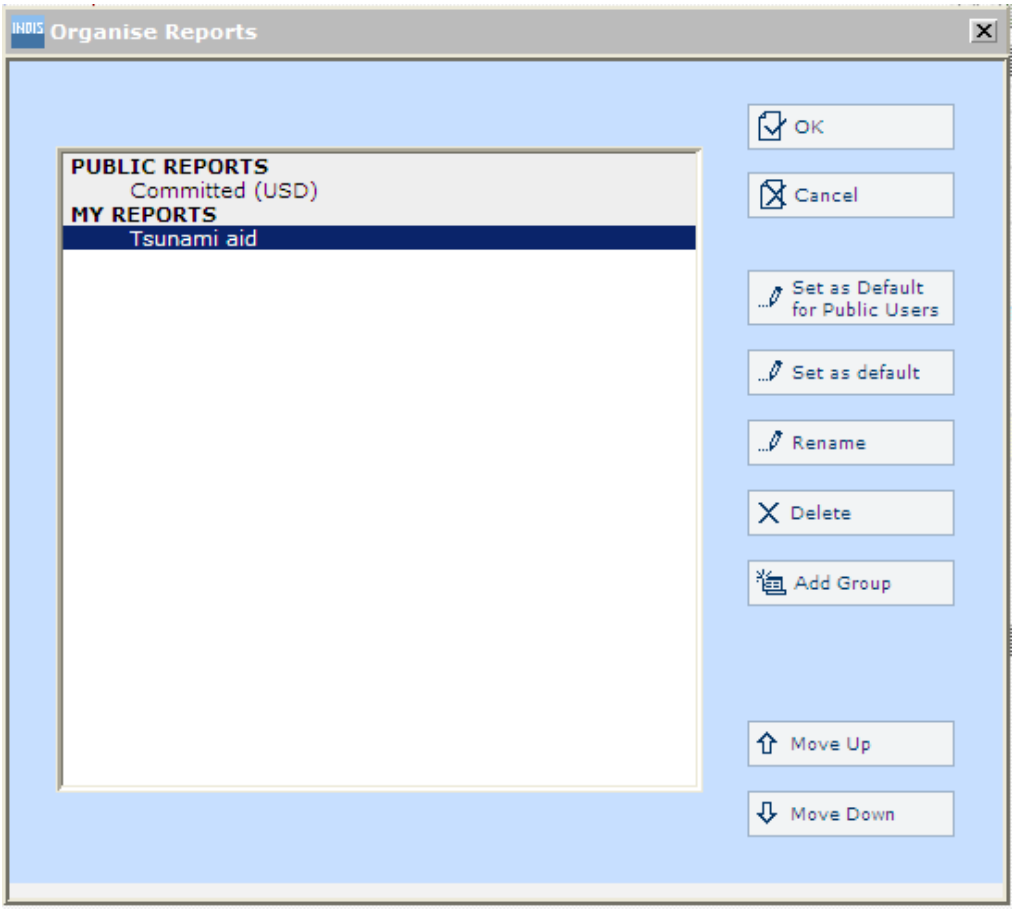


Figure 42: Organizing the Reports

12.5.1 Renaming Reports and Report Groups

1. Highlight the report / group to be renamed.
2. Click the **Rename** button.

3. Fill in the desired name for the report / group.
4. Click the **Enter** keyboard button to confirm renaming.

Note: *Public Reports* and *My Reports* groups cannot be renamed.

12.5.2 Deleting Reports or Report Groups

1. Highlight the report / group to be deleted.
2. Click the Delete button.
3. Click the OK button to confirm deletion.

Note: *Public Reports* and *My Reports* groups cannot be deleted.

12.5.3 Adding a Sub-group

1. Click the **Add Group** button.
2. Fill in the desired name for the sub-group.
3. Click the **Enter** keyboard button to confirm adding.

12.5.4 Re-ordering Reports and Groups

1. Highlight the report / group the sorting order of which needs to be changed.
2. Click the **Move Up / Move Down** button.

12.5.5 Setting a Report as Default

1. Highlight the report to be displayed in the respective module when you access it.
2. Click the **Set as Default** button. The selected report will be marked with *(default for me)* option.

Note: This option is available only in the *Chart*, *Map*, and *Report* modules.

12.6 Exporting Reports

From the *Chart*, *Map,* and *Report* modules, you can design appropriate reports and export them in the PDF, MS Word and MS Excel formats.

In order to export the reports in the PDF, MS Word and MS Excel formats, follow the steps described below:

1. Click the respective **(Export in PDF Format)** / **(Export in MS Word Format)** / **(Export in MS Excel Format)** button. A separate window will open.
2. Make changes, if necessary.

12.7 Printing Reports

From the *Chart*, *Map,* and *Report* modules, you can design appropriate reports and print them out.

In order to print out the selected project details, follow the steps described below:

1. Click the **(Print)** button in the top toolbar. A separate window will open.
2. Select the *Print* option.

13. FILTERING

The system allows for data filtration. Filtering is used to narrow down the information displayed in the reports. The filtration works in the Step-by-Step technology, which is used to implement new filtering over the results of the previous one. This option reduces the size of reports and makes them easier to read. Filters can be added to new or existing reports. Defined filtering is applicable for list, reports, charts, and maps.

The list of the most frequently-used filter categories is displayed under the *Filter By* section. The list of all available filter categories is displayed when you click on the *More Filters* link.

13.1 Creating Filtering Criteria

Follow the instructions described below to create filtering criteria:

1. Click the hyperlink under the *Filtering* section that represents the *Category* according to which the filtering will be carried out. A *Filters* window (Figure 43) will appear having the *Category Items* pull down menu set to the selected *Category*. The first text area holds a list of all the available *Category* items that the report could display, whereas the second text area holds a sub-set list of the first one. You may only edit the sub-set list in the second text area. At the end of the filtering, if the sub-set list is empty, all the *Category* items will be included in the report. If, however, the sub-set is non-empty, only the items in the sub-set list will be included in the report. At the bottom of the pop-up window the selection criteria from all categories are presented. This view is also available from the main screen under the hyperlink “View Criteria”.
2. Select a *Category* item from the list in the first text area.
3. Click the downward-pointing arrow button to add the item selected to the list in the second text area.

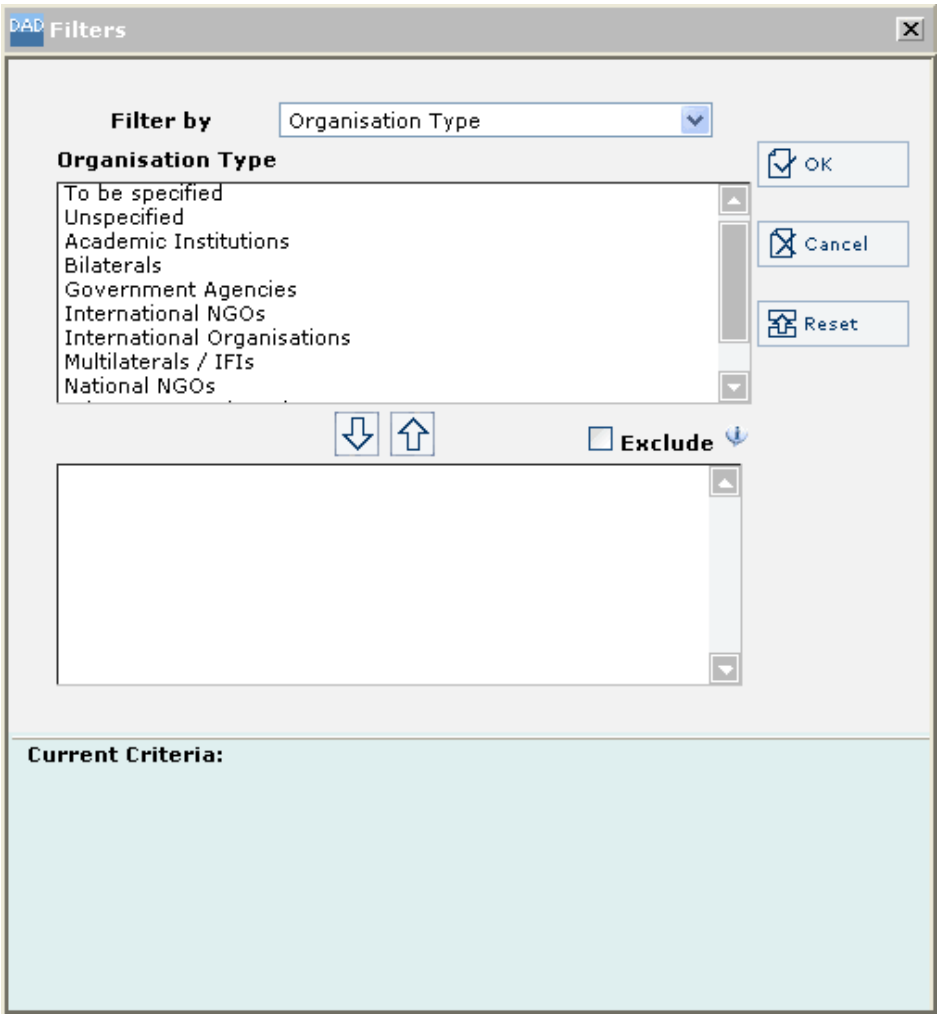


Figure 43: Creating a Filtering Criteria

4. Repeat steps 2 and 3 to add more than one *Category* item.
   Note: If a *Category* item needs to be removed from the second text area, select it from the list in the second text area and click the upward-pointing arrow button.
5. Click the **OK** button to apply the filtering to the ad-hoc query and to the screen that was active prior to the filtering alterations (i.e. List, Chart, or Map). The system will regenerate and download, to the client's side, an updated report that applies the updated filtering criteria.

Note: It is possible to exclude a *Category* item(s) from being included into the filtering criteria to be created. Select the *Exclude* checkbox. All the *Category* items that appear in the second text area will be excluded from the filtering criteria to be created.

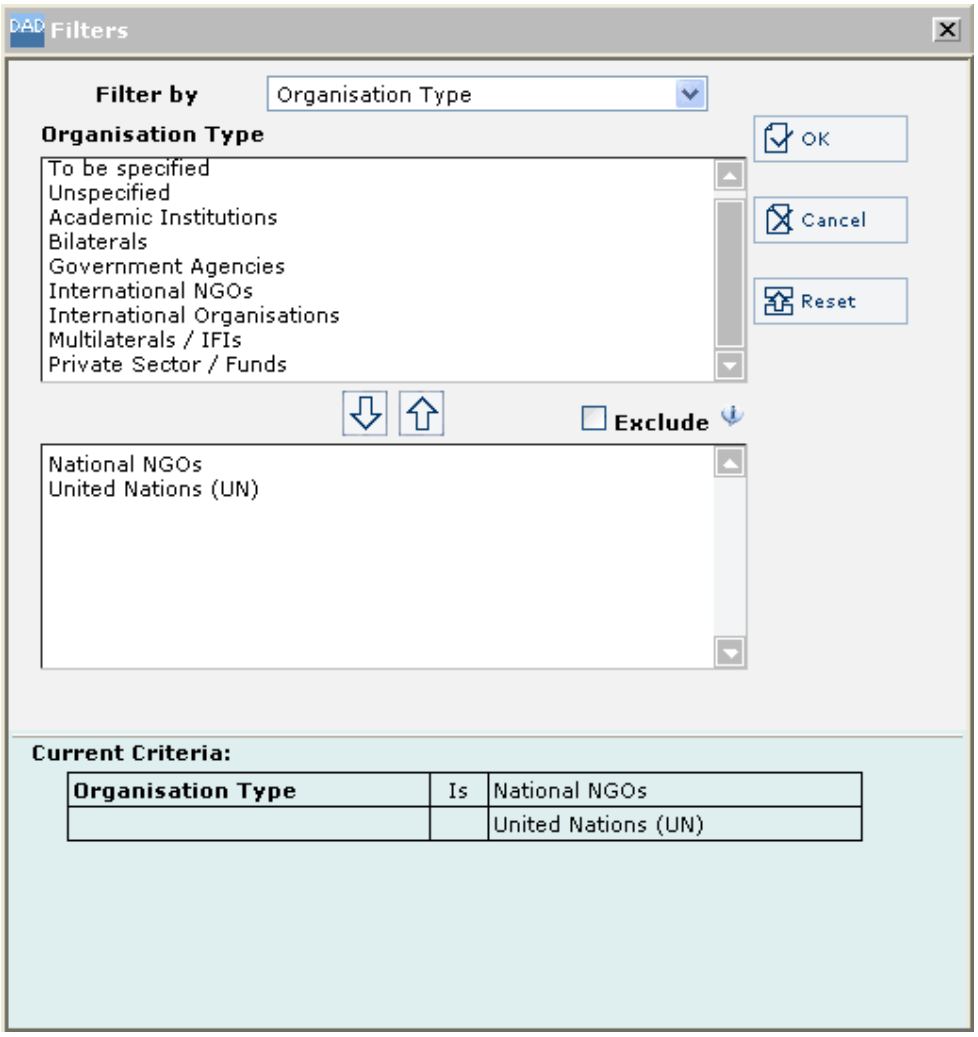


Figure 44: Example Filtering Criteria

13.2 Sample Filtering Criteria

If you have selected the “Organisation Type” as a filtering category and “UN” and “National NGO” as category items (Figure 44), the following results are displayed (Figure 45).

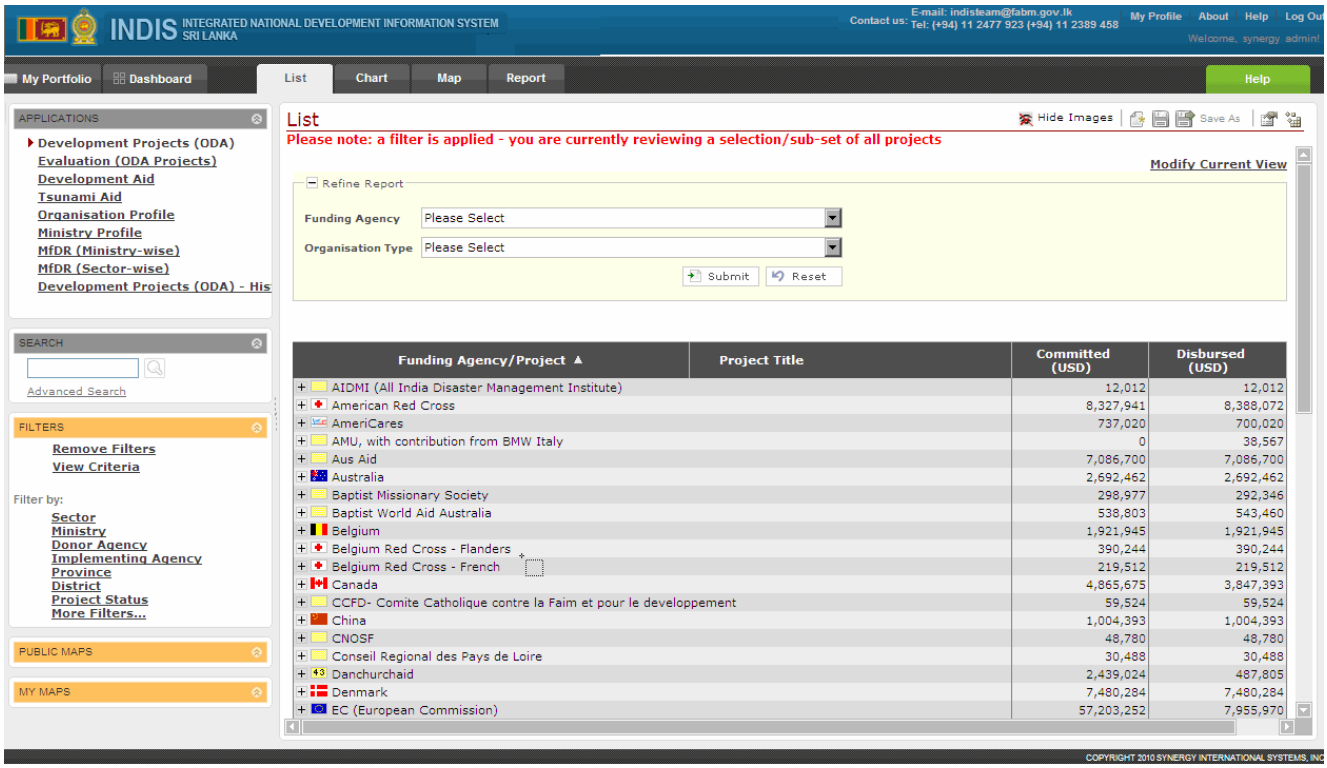


Figure 45: Filtered List

14. SEARCH

INDIS Sri Lanka is equipped with a comprehensive search mechanism, which allows searching for any relevant information. For instance, it is possible to indicate UNDP as a Funding Agency or /and get result on all projects where UNDP is either the Funding Agency or Partner in the forms of Lists, Charts, Maps, or Reports.

14.1 Simple Search

The simple search interface is available to find any relevant information quickly and easily within the integrated *INDIS Sri Lanka* content. Simple search implies that you can type search operators directly into the search box.

14.2 Advanced Search

In addition to providing easy access to the content, *INDIS Sri Lanka* has a number of specific features that allow you to find exactly what are you looking for. One of these features is advanced search that is used to set different complex conditions using the **Advanced Search Form**. It gives several additional fields which may be used to qualify searches by such criteria as district, sub-sector, project title, etc.

Follow the instructions below to create search criteria:

1. Click the **Advanced Search** link under the *Search* section. The Advanced Search Form will open (Figure 46).

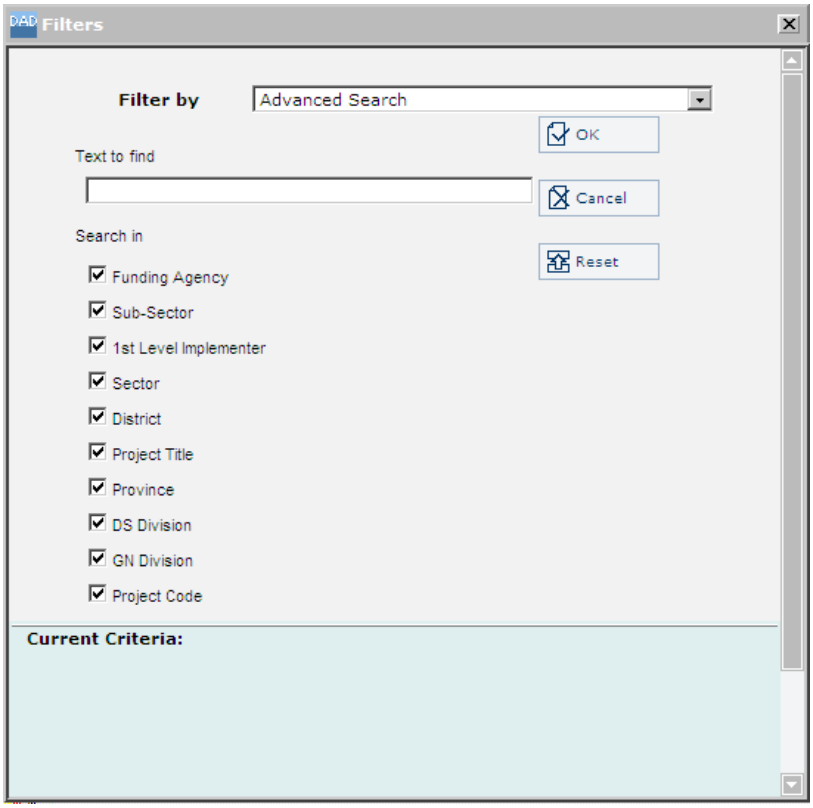


Figure 46: Creating a Search Criteria

2. Define the text to search for in the appropriate field.
3. Specify the fields to look in by selecting the appropriate checkbox(es).
4. Click the **OK** button to apply the search criteria to the ad-hoc query and to the screen that was active prior to the filtering alterations (i.e. List, Chart, or Map).

14.3 Sample Search Criteria

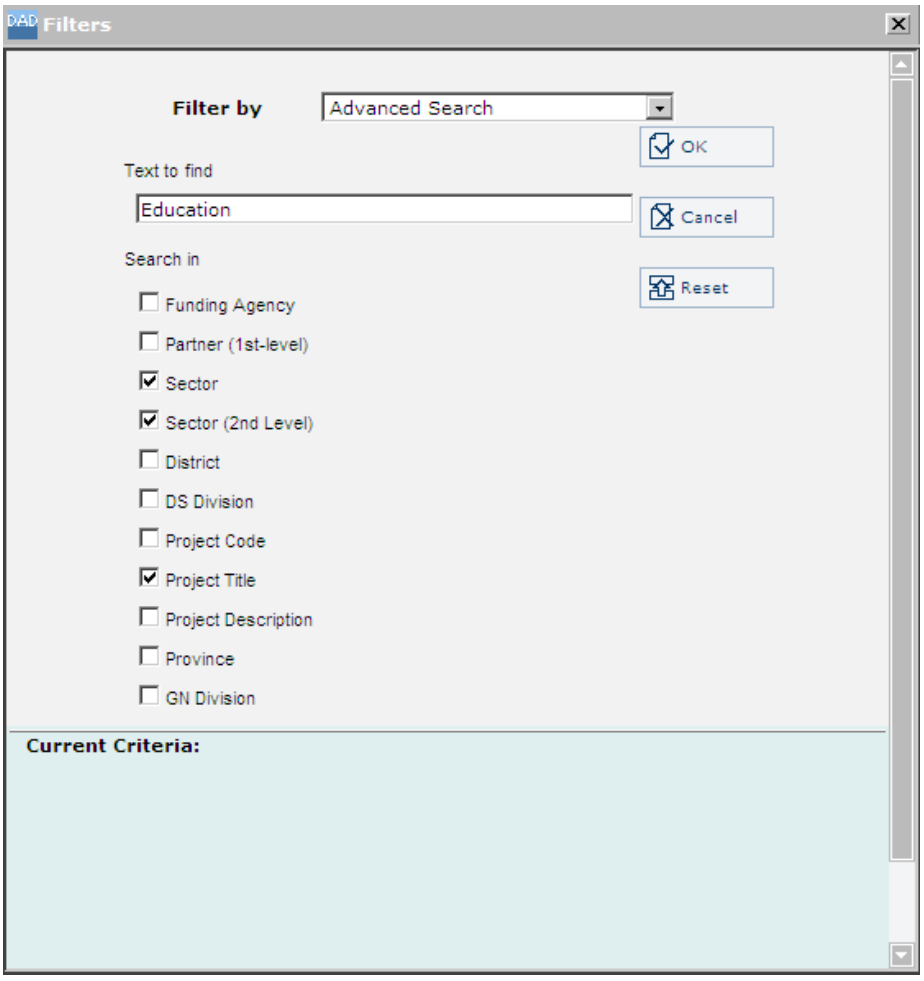


Figure 47: Defining Search Criteria

If you have selected to look for “Education” among sectors, sub-sectors, and project titles (Figure 47), you will get the following results (Figure 48).

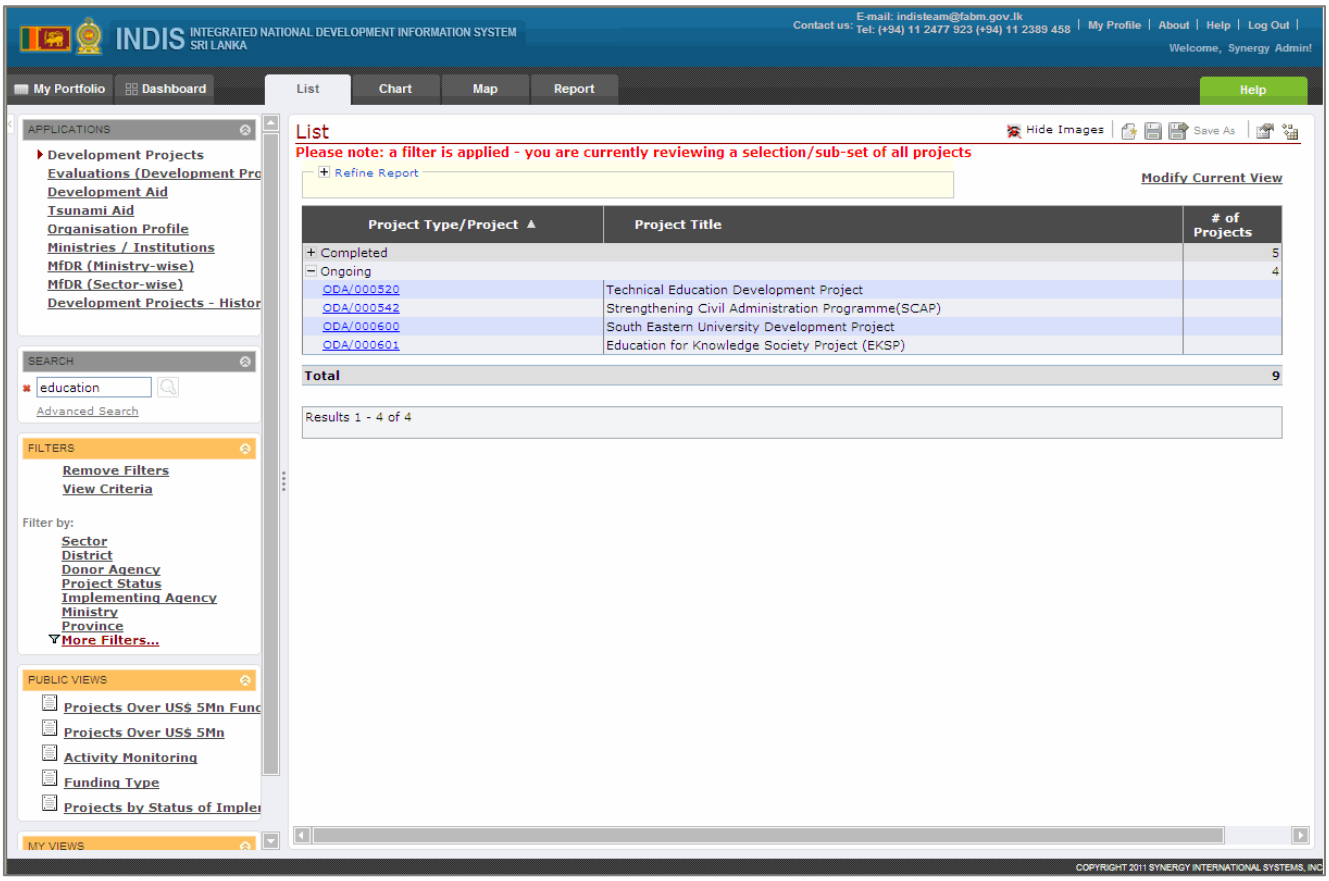


Figure 48: Sample Search Results

15. LOGGING OUT

Once finished using the application it is necessary to log out. In order to log out from the application, click the *Log Out* link in the upper right corner of the application window.

16. REFERENCES

Please refer to the following *INDIS Sri Lanka* related document:

- INDIS Sri Lanka Development Projects Application User Manual
- INDIS Sri Lanka Evaluations Application User Manual
- INDIS Sri Lanka Development Aid Application User Manual
- INDIS Sri Lanka Tsunami Aid Application User Manual
- INDIS Sri Lanka Organisation Profile Application User Manual
- INDIS Sri Lanka Ministries/Institutions Application User Manual
- INDIS Sri Lanka MfDR (Ministry-wise) Application User Manual
- INDIS Sri Lanka MfDR (Sector-wise) Application User Manual
- INDIS Sri Lanka Administration Center User Manual